

# **STATE OF MARYLAND CDBG PROGRAM**

**SFY 2022  
APPLICATION**

**COMMUNITY DEVELOPMENT  
SPECIAL PROJECTS**



**Lawrence J. Hogan, Governor  
Boyd K. Rutherford, Lt. Governor**

*Kenneth C. Holt, Secretary  
Owen McEvoy, Deputy Secretary*

*DHCD  
Division of Neighborhood Revitalization  
7800 Harkins Road  
Lanham, MD 20706  
301/429-7525  
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION SFY 2022**

<b>1. Name of Jurisdiction:</b> Talbot County, Maryland	<b>2. County (Municipal applicants only):</b> N/A
<b>3. Address:</b> Talbot County Courthouse 11 N. Washington Street Easton, MD 21601	<b>4. Name of Subrecipient or Business, if applicable, and their DUNS Number:</b> Polaris Village Ministries, INC Jymil Thompson <a href="mailto:jthompson@polarisvillage.org">jthompson@polarisvillage.org</a> (301) 322-1279  DUNS Number: 10-293-4851
<b>5. FID Number:</b> 52-60001028  DUNS Number: 029110582	<b>6. Name, phone number and email of jurisdiction's contact person for this application:</b> Mary Kay Verdery, Talbot County Grants Administrator 410-770-8002 <a href="mailto:mkverdery@talbotcountymd.gov">mkverdery@talbotcountymd.gov</a>
<b>7. Project title, brief description &amp; location (Full street address(es) and zip code of Project is required):</b> <p><b>Polaris Village Ministries, INC - Building Renovation Project at Mt. Pisgah Church for PVM Headquarters.</b>  <b>Location: 209 Port St., Easton, MD 21601</b></p> <p>Since 2019, Polaris Village Ministries, Inc - mission has been to become a village of support for people who want to find their purpose in life, and optimize their potential through biblical principles. We are a non-denominational entity who will carry out our mission by educating our youngest learners and providing services for families that will improve the quality of life in a predominantly low to moderate income area within the Town of Easton. We recently purchased the former early 1900's Mt. Pisgah Holy Church located at 209 Port St. Easton. MD. This property has been a blight to the neighborhood due to being vacant for many years. Our goal is to preserve the history of the property by renovating the building instead of demolishing it. Renovations will allow our building to meet the community's needs along with abiding by current standards and codes. Polaris Village Ministries (PVM) is the parent company to Polaris Village Academy (PVA). Polaris Village Academy (PVA) is a tuition-free private school providing equitable access to an excellent, joyful, and rigorous education in pursuit of equity and justice for all our Scholars. PVM has provided subsidized, high quality and licensed child care to children in the Town of Easton. PVA has reached enrollment capacity this year with our school Pilot Program teaching 15 children due to their current building size and plans to move to "PVM Headquarters" ' once completed to continue to provide exceptional service to working parents and families. <b>66% of families we currently serve are LMI families, many of whom receive financial assistance.</b>  <b>(See Attachment 1 For PVM Mission Statement and By Laws)</b></p>	

<b>8. Project type:</b> <input type="checkbox"/> Housing <input type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input checked="" type="checkbox"/> Public Services		<b>9. National objective(s):</b> <input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight
<b>10. CDBG request:</b> \$ <u>500,000</u>  Local funds      \$ <u>101,329.75</u>  Other funds      \$ <u>600,000</u>  Total costs      \$ <u>1,201,329.75</u>		<b>11. U.S. Congressional District No.</b> <u>01</u> State District No. <u>37B</u> (List State legislators for <b>entire</b> district): House of Representative: Andy Harris Senators: Benjamin Cardin, Chris Van Hollen, Jr. State Senator: Adelaide C. Eckardt State Del: Christopher T. Adams State Del: John F. Mautz, IV
<b>12. Date Public Hearing held:</b> 9/28/2021 (Attach minutes and hearing notice to application)		<b>13. Required Resolution attached?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>14. Is Citizens Participation Plan current?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>15. Is Anti-Displacement Plan current?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>16. If applicable, did you complete Debarment Check on application subrecipient, developer or business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>17. Digital Photos and Drive included?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    (each must be labeled)		<b>18. Date:</b> 9/24/2021

## **PART A**

**PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.**

**Polaris Village Ministries, INC - Building Renovation Project at Mt. Pisgah Church for PVM Headquarters.** - Polaris village Ministries recently purchased the former early 1900's Mt. Pisgah Holy Church located at 209 Port St., Easton, MD. This property has been a blight to the neighborhood due to it being vacant for many years. Our goal is to preserve the history of the property by revitalizing the building instead of demolishing it. Renovations will allow our building to meet the community's needs along with abiding by current standards and codes. Our project is completely shovel ready for construction once we receive our final permit approval from the town, which is expected within the next 60 days. The interior has been fully gutted and we have received approval from the historic district for renovations. RAUCH, Inc has provided us with the architectural designs.

The existing 3,582 square feet two-story wood-framed structure will be restored down to the framing and a 1,620 square feet addition will be located in the back of the building. The first floor will house a multipurpose room that will function as a community space, a library, dining room, and commercial kitchen to feed the students and community. The second floor will consist of a director's office, and three classrooms for pre k, 3 & 4 children. The exterior improvements include an accessible ADA ramp, patio, and steps at the main entrance; a new metal roof framed awning over the entry door; a shed dormer at the rear east side of the building; and a rear covered stair with a sidewalk that leads to the front along the west property line. The cement fiberboard siding, asphalt shingle roof, double-hung window, and doors will be replaced. The roof will be reframed to a higher elevation to allow for adequate headroom within the building. A fenced-in playground will be located in the rear of the property and the site will be landscaped. All utilities will be upgraded including a fire suppression system. According to our initial plans, construction was set to begin in June of 2021 and be completed by April 2022. Due to delayed permitting, the start date has been pushed back as we await our final approval from the Town of Easton. The duration of renovations are set to remain the same. Once the Town of Easton approves the permits, we project to have this building completed in August 2022.

Fully funded, this project will allow PVM to continue to provide licensed daycare and an MSDE registered healthy learning environment to children who are enrolled in our system.

**66% of children currently served at PVM are from low to moderate income families.**

**Once this project is completed PVM will serve 85% of low to moderate income families.**

We will also be serving meals to families and the community with our fully functioning commercial kitchen. With the completion of this project, PVM will have its headquarters as well as provide a majority of it's programming at this site/facility.

**(See Attachment 4 For Architectural Drawings & Imagery)**

## PART B

**PROJECT NEED/IMPACT:** Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

**Polaris Village Ministries, INC - Building Renovation Project at Mt. Pisgah Church for PVM Headquarters.** We believe that this project meets an urgent need in the community for three reasons:

1. **Food shortages** - COVID 19 has tremendously impacted communities of lower economic status. As a result, many students and families are experiencing food shortages, which could have been an issue prior to COVID 19. Polaris Village Ministries would like to begin the FEED program, providing meals and perishable/non-perishable items to families in the community. The program is designed to assist families in need and to help decrease malnutrition in the county. On scheduled evenings, PVM will provide meals prepared in our commercial kitchen and open our doors to the public to stop by and eat free of charge. We will accept donations with no minimum for those who would like to give back to our non profit organization.
2. **Close the Achievement Gap** - in the Town of Easton there is a large disparity in affordable and accessible child care. Especially those in which the core of the program will be education. COVID 19 has continued to widen the achievement gap, which was fairly wide prior to the pandemic. PVM will enroll Pre K, 3 & 4 in their program, at no cost to the family. Statistics suggest that 44% of students entering kindergarten are not prepared, PVM will provide students with a solid foundation so every student leaving our program is ready for advancement in public or private school curriculums. For the working families we serve, our scope of free, educationally based programs is essential.
3. **Community building through Parent training** - PVM will provide parents the opportunity to learn by enrolling in parenting classes, GED classes, cooking classes, and financial classes aimed to improve their current reality. PVM firmly believes that you cannot build the students without building the home, so assisting in the homes and meeting parents on their level is vastly important. PVM believes the time to develop and implement these programs are urgent considering the vast needs of the community.
4. **MSDE (Maryland State Department of Education) Registered Child Care** - In Easton and the surrounding communities, not many other entities offer licensed daycare and MDSE registered programs. To our knowledge, PVM is the only program that is free of charge for those who are enrolled. We are at capacity right now and believe this project is urgent to serve more families in need of a nurturing, reliable, safe and clean environment. We offer curriculums and child care practices that are both age appropriate and aligned with MDSE objectives. With 66% of our current children coming from low to moderate income families we feel it is imperative to ensure we provide a comfortable learning environment.

**(See Attachment 5 for Daycare License and MDSE Registration)**

The Mt. Pisgah Holy Church located at 209 Port St. Easton. MD has been vacant for many years. This building was built in 1900 and has not undergone any major renovations to the structure of the property.

**PART B WORKSHEET**

**NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.**

- 1. As CDBG funds are "Gap" financing, did you pursue appropriate other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?**

Polaris Village Ministries, INC has sought financing from several other sources for this project.

- A. Rauch, INC has donated services for Architectural services totaling \$101,379.25
- B. Polaris Village Ministries has received \$500,000 from our partnership with Naima Ventures, LLC.
- C. Polaris Village Ministries applied for the African American Heritage Preservation (AAHPP) Grant through the State of Maryland for \$100,000. Award is pending
- D. Polaris Village Ministries applied for the Historic Preservation Capital (HP Grant through the State of Maryland) for \$100,000.
- E. Funding is also being sought from individuals, private foundations, and businesses to cover construction, classroom furnishings, and educational materials.

- 2. Please provide copies of award and rejection letters.**

- A. See Attachment
- B. See attached letter
- C. Pending award or rejection letter
- D. Rejected

**(See Attachment 6 for Award and Rejection Letters)**

- 3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? NO**

**If yes, what is the estimated monthly cost? N/A**

**Is the cost per person or households? N/A**

**If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? N/A**

**If yes, what is the % increase? N/A**

**Discuss how costs were determined:**

**Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries:**

Polaris Village Ministries will not charge our LMI persons in the community for our services. However, we will accept donations with no minimum amount for those who would like to give back.

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### **PART C**

**COMMUNITY SUPPORT AND INVOLVEMENT:** Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

#### **Polaris Village Ministries, INC - Building Renovation Project at Mt. Pisgah Church for PVM Headquarters.**

Polaris Village Ministries, INC has been a staple in the community and has great success with serving the people where they live. PVM has created and implemented the F.E.E.D community initiative to keep everyone in the community involved with what we have going on. The F.E.E.D Community Initiative is a Polaris Village Ministries program designed to inspire continuous growth within the people in our community by providing opportunities for social, educational, financial and spiritual attainment. The goal of the F.E.E.D Community Initiative is to work with individuals and families in our community to develop a plan of action with measurable goals and outcomes that will help them improve quality of life. The plan of action will be developed using the F.E.E.D Community Initiative model.

**Foster Relationships** – The staff and community volunteers of Polaris Village Ministries will establish a relationship of trust with community individuals and families to develop a plan and achieve outcomes.

**Engage Individuals and Families** – PVM Staff, volunteers, and partners will develop a process to seek out individuals and families in the community to develop goals and a plan to improve quality of life outcomes.

**Empower Individuals and Families** – Individuals and Families will receive encouragement from staff to develop and achieve goals based on a plan of action developed in conjunction with PVM Staff and volunteers.

**Develop Individual and Family Growth** – Individuals and Families will experience growth and confidence through the attainment of goals reached in the plan of action. The growth will contribute to the development of new goals and outcomes.

The F.E.E.D Community Initiative planning process is considered a continuous individual and family improvement and development cycle that will help to develop new outcomes as previous outcomes are achieved. Overall program outcomes will consist of the following:



- An assessment of individuals and family needs to determine goals that will improve quality of life.
- The development of a plan of action to establish goals and achieve desired outcomes.
- The development of a monitoring process to monitor goal attainment and revise the plan of action if necessary.
- The development of community partnerships with other organizations that can provide resources to families to achieve established plan goals. For example, develop a partnership with Naima Ventures, LLC. to provide a housing subsidy for community families in order to make rent more affordable.

Our strategies for community engagement will involve one or more of the following:

- Community information sessions that will inform potential participants about the concept and available opportunity.
- Presentations to local church congregations about the F.E.E.D Community Initiative
- Partnerships with other local agencies and organizations that will inform the public and provide valuable services toward goal attainment

The PVM Staff will work to develop partnerships with other community agencies to offer an array of services to individuals and families as part of the F.E.E.D Community Initiative. Some efforts will include:

- Reach out to local businesses and the Easton Economic Development Corporation to offer workforce opportunities
- Develop a partnership with the Maryland Food Bank to offer services that will alleviate food insecurity.
- Partner with Building African American Minds (B.A.A.M), Inc. to provide after school programming for community youth

Parents, partners, and public officials all agree and approve of our PVM model and have demonstrated their support through a letter of endorsement which is attached. **(See attachment 8 for letters of support)**

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<p style="text-align: center;"><b>PART D</b></p> <p><b>LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:</b></p> <ol style="list-style-type: none"><li><b>1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do <i>not</i> submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should attach a copy of the REFERENCED portion which specifically mentions your project.</b></li><li><b>2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.</b></li><li><b>3. Is your project located in a Priority Funding Area? <input checked="" type="checkbox"/>X___ Yes    ___ No</b></li></ol> <p style="text-align: center;"><b>ATTACH MAP(S) OF PROJECT AREA</b></p> <p style="text-align: center;"><b>List Census Tract(s) and Block Groups for all projects:</b></p>
<p><b>Census Tract 9603; Block 2015 (See Attachment 9 for Maps and Plan Excerpts)</b></p> <p>To demonstrate how this project both conforms to the Comprehensive Plan objectives of the Town of Easton and addresses the LMI families served by PVM, we have included data from the 2009/2010 Town of Easton Comprehensive Plan Also, the most recent data from the US Census Tract. Our PVM project to Renovate our building for PVM Headquarters to house all of our programs conforms to and complements the Town of Easton's 2009/2010 Comprehensive Plan in many areas, with references and attachments to Plan Objectives for "Land Use," "Community Character," and "Economic Development."</p> <p><b>Land Use:</b> "ensuring that future growth is not in the form of auto-centric, isolated, suburban style subdivisions but rather takes the form of multi-use, integrated, and connected neighborhoods." (Page 32, Land Use, 2009 Comprehensive Plan)</p>

"We do not envision the future of Easton as a series of disconnected, isolated, monotonous subdivisions. Rather we want to see a seamless, attractive, interesting, Smart Growth inspired Easton; one Easton, not a collection of suburban residential enclaves." (Page 42/43, Land Use, 2009 Comprehensive Plan)

"The benefits of mixed land uses... reduce automobile dependence, create a truer sense of place than single-use suburban style development, activates urban areas throughout more times of the day, provide greater opportunity for social interaction, reduce a community's carbon footprint by encouraging walking and biking as an alternative to automobile use, and increase the safety of the neighborhood by putting more eyes on the street." (Page 44/45, Land Use, 2009 Comprehensive Plan)

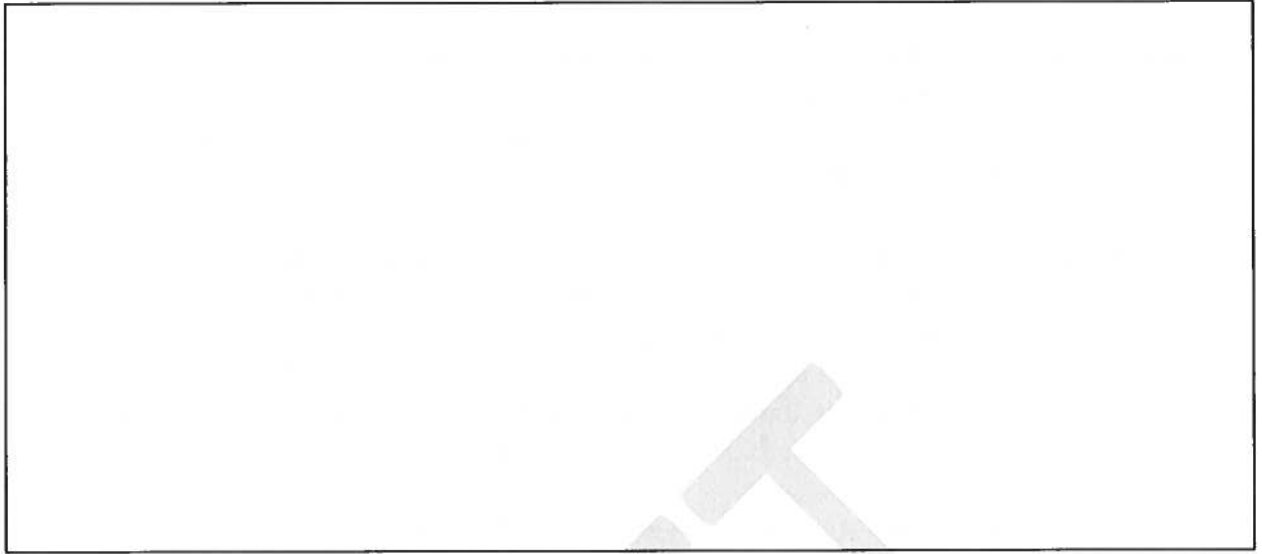
**Community Character:** "What we are actually looking for is old-fashioned, neighborhood-style development. That means development that includes housing, with retail located at or near the center of the area, offices, civic space, open space, and possibly industrial development" (Page 95, Community Character, 2010 Comprehensive Plan)

"Mixed and integrated use communities are desirable because they are more ecologically-friendly and sustainable. Because they potentially decrease automobile usage, they also potentially decrease the community's carbon footprint. These are important considerations today that are only expected to become more important in the future." (Page 96, Community Character, 2010 Comprehensive Plan)

**Economic Development:** "Income was significantly lower and poverty significantly higher in Easton than in either Talbot County or the State of Maryland; While Talbot County exceeded the State Median Income, Easton did not; Poverty levels in Easton were high across all age groups; The percentage of both high school and college graduates was lower in Easton than in either Talbot County or the State.; The percentage of Easton Residents who used carpools in order to get to work was higher than both Talbot County's and the State's.; Easton had a very high percentage of females with young children in the labor force." (Page 227, Economic Development, 2010 Comprehensive Plan)

"Work with Talbot County to develop a training program to ensure that Easton's workers are adequately prepared for our job market and that Easton's businesses can hire workers with the proper training." (Page 239, Economic Development, 2010 Comprehensive Plan)

"Protect the historic character of Easton and support projects and efforts which enhance that character." (Page 240, Economic Development, 2010 Comprehensive Plan)



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## PART E

### NATIONAL OBJECTIVE:

1. Using the attached "National Objective" chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

- ☐ **1. Benefit to Low and Moderate Income Persons:**
- ☐ **Area Benefit (LMA)** ☐ % Determined by survey or census (Attach Survey Approval Ltr)
- ☐ **Housing (LMH)** ☐ Single Family ☐ Multi-Family  
☐ Financial Assistance  
☐ Water and Sewer Connections
- ☒ **Limited Clientele (LMC)** ☐ Presumed  
☐ 51% of clientele are persons whose family is LMI  
☒ Nature and location conclude area is primarily LMI  
☐ Removal of architectural barriers
- ☐ **Jobs (LMJ)** ☐ Job Creation  
☐ Job Retention

Total estimated # of beneficiaries 130 CDBG \$ per beneficiary \$ 3,846.15  
\*\*30 students and 2 parents for each student = 90 people; 30 community members for meals;  
10 new employment opportunities

Total estimated # of LMI beneficiaries 111 CDBG \$ per LMI beneficiary \$ 4,504.50  
\*\*25 out of 30 students are LMI including their parents. Totaling 75 people; 30 LMI community  
members; and 6 of the 10 new employment opportunities will be for LMI persons.

% of LMI beneficiaries to total 85 %

- ☐ **2. Elimination of Slum and Blight:** ☐ Area Basis ☐ Spot Basis

This project will fully meet the National objective of providing benefits to Low to Moderate Income persons by helping PVM renovate the historic Mt. Pisgah Church where much needed childcare, education and a feeding program for its students, families and community will be held. As current enrollment statistics confirm, PVM provides vital childcare services to 15 students, with 67% of its enrollment coming from low to moderate income families, comparable to the 51% LMI statistic calculated from the U.S. Census Bureau's figures. With dedicated classroom space and a community room, PVM expects to serve an even greater population of children, families and community members.



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# NATIONAL OBJECTIVE CHART

Test				Examples	
Nat. Objective	Subcategory	Definition	Test	Examples	
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	* Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns * Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.	* water and sewer lines * neighborhood facilities * roadway improvements	
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	Activity must qualify under one of the following: * Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or * Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or * Be of such a nature and in such a location that it can be concluded that clients are primarily LMI	* construction of senior center * services for the homeless * meals on wheels for the elderly * construction of job training facilities for the disabled * construction of Head Start Center	
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	* Structures with one unit must be occupied by LMI persons * If structure contains more than 1 unit, at least 51% must be LMI occupied * 2-unit structures must have at least one unit occupied by a LMI household * Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure	* rehabilitation of owner-occupied housing * conversion of non-residential structures into permanent housing * infrastructure for new housing	
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	* Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and * Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and * Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation	* public facilities or improvements * elimination of safety hazards	
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	* Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective * Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety NOTE: Must demonstrate code enforcement actions taken by the local government	* elimination of damaged retaining wall creating danger for pedestrians * demolition of vacant, deteriorating building	
Low/Moderate Income Persons	Jobs (LMIJ)	Activity that results in the creation and/or retention of jobs	* At least 51% of jobs must be taken by LMI persons * At least 51% of jobs must be retained by LMI persons * Permanent, full-time jobs only * LMI status is determined by income of the family	* acquisition of land to construct a distribution center * extension of water and sewer service to land to be developed for a business(s) * acquisition of equipment	

**Low/Moderate Income Benefit  
Worksheet A  
Area Basis (LMA)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through area benefit (LMA) activities, please fill out this form and attach it to Part E of your application.

1. **Estimated Total Beneficiaries** \_\_\_\_\_ (*Count by Persons*)
2. **Estimated Total LMI Beneficiaries** \_\_\_\_\_ (*Count by Persons*)
3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

Count for all estimated persons in the service area:		RACE	Ethnicity (Hispanic or Latino)
a.	Total White	_____	_____
b.	Total Black or African American	_____	_____
c.	Total Asian	_____	_____
d.	Total American Indian or Alaska Native	_____	_____
e.	Total Native Hawaiian or Other Pacific Islander	_____	_____
f.	Total American Indian or Alaska Native and White	_____	_____
g.	Total Asian & White	_____	_____
h.	Total Black or African American & White	_____	_____
i.	Total American Indian or Alaska Native & Black or African American	_____	_____
j.	Other Multi-Racial	_____	_____
Total ( number of all by <u>Race</u> must be the same as #1 above)		_____	_____

4. **Total Number of Female-Headed Households** \_\_\_\_\_
5. **Total Number of Disabled** \_\_\_\_\_
6. **Describe the proposed accomplishments of the project:**



**Low/Moderate Income Benefit  
Worksheet B  
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated Total Beneficiaries** \_\_\_\_130\_\_\_\_ (Count by Persons)  
(30 Children through daycare and school program, 60 parents of children, 30 community members, and 10 new employment opportunities)
2. **Estimated Total LMI Beneficiaries** \_\_\_\_111\_\_\_\_ (Count by Persons)  
(25 out of 30 students are LMI including their parents. Totaling 75 people; 30 LMI community members; and 6 of the 10 new employment opportunities will be for LMI persons)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Elderly Persons
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Illiterate Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Homeless Persons	<input type="checkbox"/> Person Living with AIDS

4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:

The nature and location of this project demonstrates that the persons who will benefit from this project are Low to Moderate income due to the fact that we used actual enrollment statistics from our current program. Projecting that the statistics remain trending in the same pattern once we expand and can serve more people within the community. We are located in a low to moderate income area within the Town of Easton and our goal is to serve our youngest learners and provide services that will improve the quality of life for families in the community.

5. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

Information will demonstrate that Polaris Village Ministries currently serves 66% of families that will not exceed the LMI income limits. We are projected to serve 85% of families whose income will not exceed the LMI income limits once our project to renovate 209 Port St is completed and we are able to open it to the public. To determine LMI families each family

must complete our demographic survey and income verification form. **(SEE ATTACHMENT 10 FOR DEMOGRAPHIC SURVEY AND INCOME VERIFICATION FORM)**

Describe the proposed accomplishments of the project:

The proposed accomplishments of this project will allow Polaris Village Ministries to expand our reach while continuing to make an impact in a Low to Moderate community within the Town of Easton. It would allow us to serve working parents who are in desperate need of affordable childcare where they work. It will allow us to nurture and care for children ages 2, 3, and 4 to best prepare them for success in school, in an area where high school and college graduates are lower than the County and State average. Additionally, It would also allow for us to become a pillar in the community and become a safe-haven for anyone that passes by and could use a meal. With expansion in our facility and a full commercial grade kitchen. We plan to offer free meals to the public in a predominantly low to moderate income area where families may not have a good meal every night. Lastly, completion of this project will allow for PVM to become a culturally diverse and welcoming environment that will improve the quality of life for everyone involved.

**Low/Moderate Income Benefit  
Worksheet C  
Housing (LMH)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated Total Beneficiaries**    *Count* \_\_\_\_\_ *Units AND* \_\_\_\_\_ *Persons*
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? \_\_\_\_\_  
Of these, how many are to be occupied by LMI persons? \_\_\_\_\_
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? \_\_\_\_\_  
Of these, how many are to be occupied by LMI persons? \_\_\_\_\_
4. For housing rehabilitation, how many total units will be rehabilitated? \_\_\_\_\_
5. For housing rehabilitation, how many total units will receive emergency repairs? \_\_\_\_\_
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? \_\_\_\_\_
7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area? ☐ Y ☐ N    If yes, provide specific explanation of why this area was targeted.
8. Will program income be generated by this activity? ☐ Y ☐ N  
If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted

**Slum/Blight  
Worksheet D**

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One: ☐ Slum and Blight - Area Basis **OR** ☐ Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area:

Have an official designation of blight by local government? ☐ No ☐ Yes

If yes, what is the date of designation? \_\_\_\_\_

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law? ☐ No ☐ Yes

Have a substantial percentage of deteriorated buildings? ☐ No ☐ Yes

What is the percentage? \_\_\_\_%

3. Does the activity address one or more of the blighting conditions? How?  
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

**NOTE: If your project involves the acquisition of property as an activity to eliminate blight, than the national objective should address the intended use of the property.**

**Low/Moderate Income Benefit  
Worksheet E  
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create new jobs? \_\_\_\_\_ Or will this project result in retention of existing jobs? \_\_\_\_\_
2. How many total jobs are estimated to be created? \_\_\_\_\_  
Of those created, how many will be taken by LMI persons? \_\_\_\_\_
3. How many total jobs are estimated to be retained? \_\_\_\_\_  
Of those jobs retained, how many are retained by LMI persons? \_\_\_\_\_

**Taken By Standard**

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons.
2. Provide a listing by job title of all employees at the time the application for assistance is submitted.
3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.
4. Provide evidence supporting the estimated number of jobs to be created.

**Retention Standard**

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts.

## **Worksheet E Continued**

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.
3. Provide a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

### **Business Information**

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Name of Business;
2. Ownership of Business;
3. Business Management;
4. Company History including start-up date, type of operation, progress and number of employees to date;
5. Current Location(s);
6. Product Line(s) or Service;
7. Discuss their market area(s) including geography, major customers and other Characteristics; and
8. Certificate of Good Standing from the State of Maryland if an existing business.

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statement for principal owner(s) and a five year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.

# **PART F**

**SOURCES AND USES OF FUNDS:** List each specific project activity separately (please break down the costs as far as possible). Type in the actual sources of other funding. Indicate whether funds are "L" for loan or "G" for grant. INDICATE STATUS OF FUNDS using "P" for pending, "C" for committed, "R" for received, "N" for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

**THE APPLICANT IS THE JURISDICTION. ALL PROJECTS MUST INCLUDE ADMINISTRATIVE COSTS FOR THE APPLICANT.**

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG:	APPLICANT	OTHER :	OTHER:	OTHER:		
Construction Costs - Partial	\$500,000					500,000	P
Site survey work, full architectural design, and mechanical, electrical, and plumbing engineering					Rauch, Inc. Grant \$101,329.75	101,329.75	R
Construction Costs - Partial			Naima Ventures LLC \$500,000			500,000	C
Construction Costs - Partial				African American Heritage Preservation (AAHP) Grant \$100,000		100,000	P
Project Admin. (Cash)							
Project Admin. (In-Kind)							
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$500,000	\$	\$500,000	\$100,000	\$101,329.75	\$1,201,329.75	

### PART G

**STAFFING AND PROJECT MANAGEMENT:** This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Jessica Morris, Assistant County Manager has worked on several CDBG projects including; Talbot County Senior Center (Brookletts Place); Talbot County Early Head Start (Family Support Center); St. Michaels Senior Center/St. Michaels YMCA.

Mary Kay Verdery, Grants Administrator, is currently overseeing all active CDBG projects to include Talbot County Early Head Start (Family Support Center); Emergency Rental Assistance Program; St. Michaels Community Center food program.

2. Identify others who will assist in the administration of this CDBG project.

Jymil Thompson, Head of School for Polaris Village Academy. Derrick Daly, President of Polaris Village Ministries; Romont Fletcher, Administrative Assistant/Finance are all committed to working with Mary Kay Verdery and Talbot County for full grant administration compliance.

3. Amount of funds requested for Project Administration, if any: n/a

4. If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds

5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.

Expenses	Estimated Costs



## PART H

**PROJECT SCHEDULE:** Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

**EXAMPLE:** For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	November 15, 2021	
Environmental Review	November 17	December 31
Preliminary Engineering	Completed	
Site Acquisition	January	February
Bidding & Selection Engineering	February	April
Meeting 180 Day Expenditure Requirement	May 14	May 14
Engineering	May	September
Bidding & Selection Construction	September	October
Construction	November	November 30, 2023

**NOTE:** *An Environmental Review is the first step for every funded grant after award date*

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	November 15, 2021	November 15, 2022	Applicant
ENVIRONMENTAL REVIEW	November 15, 2021	February 15, 2021	Applicant
PRELIMINARY ENGINEERING		COMPLETED	
SITE ACQUISITION		COMPLETED	

**(See Attachment 11 For Project Schedule From RAUCH, INC)**

## PART I

### DAVIS BACON:

1. Do Davis-Bacon wage rates apply to the project? ☒ Yes ☐ No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? ☒ Yes ☐ No
3. Use the space below to:
  - a. Discuss Davis-Bacon rates and their impact on the project; and
  - b. Explain how you calculated the rates into your cost estimates.

a. In past experience Davis Bacon increases costs by 11-12%

b. The increase is factored into unit cost (budgetary phase) and will eventually be formalized once we request specific rates for the project and used during the bidding phase.

**PART J**

**ACQUISITION / RELOCATION:**

1. Has site control been secured? ☒ Yes ☐ No If yes, explain how:

2. Has an option been secured? ☐ Yes ☐ No If yes, explain how:

3. Estimated cost of acquisition:

\$

4. Sources of funds for acquisition:

5. Number of parcels to be acquired:

Residential: 0

Business 0

6. Will acquisition be done with eminent domain if needed?

☐ Yes ☒ No

7. Is acquisition of easements required? ☐ Yes ☒ No

If yes, did applicant include costs associated with the Uniform Act? ☐ Yes ☐ No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? ☐ Yes ☒ No ☐ Unknown

If yes, explain:

9. Estimated cost of relocation:

\$

10. Sources of funds for relocation:

# Units in Property(s) _____	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					

10. Do the activities of this project trigger the one-for-one replacement housing requirements? ☐ Yes ☐ No

If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.

**PART K**

**FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.**

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☒ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☐ Yes ☒ No If yes, please explain:
3. Has the jurisdiction adopted a fair housing ordinance? ☒ Yes ☐ No
4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☒ Yes ☐ No If yes, please describe:

In 2014 the Talbot County Council appointed the Talbot County Affordable Workforce Housing Commission. The Commission is an advisory board assembled by the Talbot County Council for the purpose of exploring the availability of affordable and workforce housing in Talbot County. The Commission offers insight and guidance to the Council for consideration in the development of affordable and workforce housing initiatives, programs, funding and/or legislation.

In 2016 Talbot County partnered with Habitat for Humanity Choptank on a CDBG application to create new affordable home ownership opportunities with the creation of seven infill shovel ready building lots. These properties will be improved with seven owner occupied new construction, durable and energy efficient single family homes in the Town of St. Michaels.

The Talbot County Comprehensive Plan (2016) speaks to the importance of housing (workforce, affordable and assisted) in Chapter 4, Community Services and Facilities. Talbot County works with many agencies in the County on addressing housing needs such as Talbot County Department of Social Services, Neighborhood Service Center, Talbot Interfaith Shelter and Habitat for Humanity Choptank.

The County's part-time Housing Coordinator position is currently vacant.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

Habitat for Humanity Choptank  
Housing Commission of Talbot County  
Neighborhood Service Center (Community Action Agency for Talbot County)  
St. Vincent de Paul  
Talbot County Department of Social Services  
Talbot Interfaith Shelter

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

YES

## PART L

**ENVIRONMENTAL IMPACT:** Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.

1. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? ☐ Yes ☐ No
2. Will your project involve or impact an archaeological site? ☐ Yes ☒ No
3. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☒ No
4. Will your project involve the abatement or removal of asbestos from a building?  
☐ Yes ☐ No
5. Will your project involve the abatement or removal of lead-based paint from a building?  
☐ Yes ☐ No
6. Is your project new construction? ☐ Yes ☒ No

If you answered YES, is the proposed project located in any of the following:

- ☐ Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- ☐ 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- ☐ Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- ☐ Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- ☐ 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- ☐ Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:

DRAFT

## **STATEMENT OF ASSURANCES AND CERTIFICATIONS**

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
  - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
  - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
  - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
  - 10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
  - 11. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
  - 12. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

\_\_\_\_\_  
Chuck Callahan, President  
Talbot County Council

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ATTACHMENTS FOR PVM'S**  
**CDBG GRANT**

**Attachment 1** - PVM Mission Statement, By Laws, and Organizational Flow Chart

**Attachment 2**-Resolution

**Attachment 3** - Digital Photos

**Attachment 4** - Architectural Drawings & Pictorial Renderings

**Attachment 5** - MSDE Registration

**Attachment 6** - Award and Rejection Letters

**Attachment 7** - PVM Financial Statement

**Attachment 8** - Letters of Support

**Attachment 9** - Maps and Plan Excerpts

**Attachment 10** - Demographic Survey and Income Verification

**Attachment 11**- Project Construction Schedule



## **ATTACHMENT 1**

### **Polaris Village Ministries Mission Statement & Bylaws**

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**POLARIS VILLAGE MINISTRIES, INC.**

**MISSION STATEMENT**

**“Become a village of support for people who want to find their purpose in life,  
and optimize their potential through biblical principles”**

**POLARIS VILLAGE MINISTRIES, INC.**

**BY-LAWS**

**ARTICLE I.**

**MEMBERS**

**SECTION 1.01. *Members.*** The trustees of the Corporation also constitute the members of the Corporation and, when meeting as trustees, may exercise the rights and powers of members.

**ARTICLE II.**

**BOARD OF TRUSTEES**

**SECTION 2.01. *Function of Trustees.*** The business and affairs of the Corporation shall be managed under the direction of its Board of Trustees. All powers of the Corporation may be exercised by or under authority of the Board of Trustees.

**SECTION 2.02. *Number of Trustees.*** The Corporation shall always have at least the minimum number of trustees required by the General Laws of the State of Maryland now or hereinafter in force. The Corporation shall have the number of trustees provided in the Articles of Incorporation until changed as herein provided. Most of the entire Board of Trustees may alter the number of trustees set by the Articles of Incorporation to not more than 25 nor fewer than the minimum number required by the General Laws of the State of Maryland now or hereinafter in force, but the action may not affect the tenure of office of any trustee, except as provided in Section 2.04.

**SECTION 2.03. *Election and Tenure of Trustees.*** At each annual meeting, the trustees shall elect trustees to hold office until the next annual meeting and until their successors are elected and qualify.

**SECTION 2.04. *Removal of Trustee.*** Unless statute or the Articles of Incorporation provides otherwise, the trustees may remove any trustee, with or without cause, by the affirmative vote of a majority of the entire Board of Trustees.

**SECTION 2.05. *Vacancy on Board.*** Many of the remaining trustees, whether or not sufficient to constitute a quorum, may fill a vacancy on the Board of Trustees which results from any cause except an increase in the number of trustees and a majority of the entire Board of Trustees may fill a vacancy which results from an increase in the number of trustees. A trustee elected to fill a vacancy serves until the next annual meeting of trustees and until his successor is elected and qualifies.

**SECTION 2.06. *Annual and Regular Meetings.*** The Corporation shall hold an annual meeting of its trustees to elect trustees and transact any other business within its powers either at 10:00 A.M. on the first Monday of September in each year if not a legal holiday, or at such other time on such other day falling on or before the 30th day thereafter as shall be set by the Board of Trustees. Except as the Articles of Incorporation or statute provides otherwise, any business may be considered at an annual meeting without the purpose of the meeting having been specified in the notice. Failure to hold an annual meeting does not invalidate the Corporation's existence or affect any otherwise valid corporate acts. Any other regular meeting of the Board of Trustees shall be held on such date and at any place as may be designated from time to time by the Board of Trustees.

**SECTION 2.07. *Special Meetings.*** Special meetings of the Board of Trustees may be called at any time by the Chairman of the Board or the President or by a majority of the Board of Trustees by vote at a meeting, or in writing with or without a meeting. A special meeting of the Board of Trustees shall be held on such date and at any place as may be designated from time to time by the Board of Trustees. In the absence of such designation such meeting shall be held at such place as may be designated in the call.

**SECTION 2.08. *Notice of Meeting.*** Except as provided in Section 2.06, the Secretary shall give notice to each trustee of each annual, regular, and special meeting of the Board of Trustees. The notice shall state the time and place of the meeting. Notice is given to a trustee when it is delivered personally to him, left at his residence or usual place of business, or sent by email or telephone, at least 24 hours before the time of the meeting or, in the alternative by mail to his address as it shall appear on the records of the Corporation, at least 72 hours before the time of the meeting. Unless the By-Laws or a resolution of the Board of Trustees provide otherwise, the notice need not state the business to be transacted at or the purpose of any annual, regular, or special meeting of the Board of Trustees. No notice of any meeting of the Board of Trustees need be given to any trustee who attends, or to any trustee who, in writing executed and filed with the records of the meeting either before or after the holding thereof, waives such notice. Any meeting of the Board of Trustees, annual, regular, or special, may adjourn from time to time to reconvene at the same or some other place, and no notice need be given of any such adjourned meeting other than by announcement.

**SECTION 2.09. *Action by Trustees.*** Unless statute or the Articles of Incorporation or By-Laws requires a greater proportion, the action of a majority of the trustees present at a meeting at which a quorum is present is action of the Board of Trustees. A majority of the entire Board of Trustees shall constitute a quorum for the transaction of business. In the absence of a quorum, the trustees present by majority vote and without notice other than by announcement may adjourn the meeting from time to time until a quorum shall attend. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified. Any action required or permitted to be taken at a meeting of the Board of Trustees may be taken without a meeting, if an unanimous written consent which sets forth the action is signed by each member of the Board and filed with the minutes of proceedings of the Board.

**SECTION 2.10. *Meeting by Conference Telephone.*** Members of the Board of Trustees may participate in a meeting by means of a conference telephone or similar communications equipment if all persons participating in the meeting can hear each other at the same time. Participation in a meeting by these means constitutes presence in person at a meeting.

**SECTION 2.11. *Compensation.*** A trustee may not receive any compensation or reimbursement for expenses for attendance at any annual, regular, or special meeting of the Board of Trustees or any committee thereof. A trustee who serves the Corporation in any other capacity may receive compensation for such other services, pursuant to a resolution of the trustees.

### **ARTICLE III.**

#### **COMMITTEES**

**SECTION 3.01. *Committees.*** The Board of Trustees may appoint from among its members an Executive Committee and other committees composed of one or more trustees and delegate to these committees any of the powers of the Board of Trustees, except the power to elect or remove trustees, take any action where the trustees are acting as members, or amend the By-Laws. Each committee may fix rules of procedure for its business. A majority of the members of a committee shall constitute a quorum for the transaction of business and the act of a majority of those present at a meeting at which a quorum is present shall be the act of the committee. The members of a committee present at any meeting, whether or not they constitute a quorum, may appoint a trustee to act in the place of an absent member. Any action required or permitted to be taken at a meeting of a committee may be taken without a meeting, if an unanimous written consent which sets forth the action is signed by each member of the committee and filed with the minutes of the committee. The members of a committee may conduct any meeting thereof by conference telephone or similar communications equipment in accordance with the provisions of Section 2.10.

### **ARTICLE IV.**

#### **OFFICERS**

**SECTION 4.01. *Executive and Other Officers.*** The Corporation shall have a President, a Vice President, a Secretary, and a Treasurer who shall be the executive officers of the Corporation. It may also have a Chairman of the Board; the Chairman of the Board shall be an executive officer if he is designated as the chief executive officer of the Corporation. The Board of Trustees may designate who shall serve as chief executive officer, having general supervision of the business and affairs of the Corporation, or as chief operating officer, having supervision of the operations of the Corporation; in the absence of designation the President shall serve as chief executive officer and chief operating officer. It may also have one or more Vice-

Presidents, assistant officers, and subordinate officers as may be established by the Board of Trustees. A person may hold more than one office in the Corporation but may not serve concurrently as both President and Vice-President of the Corporation. The Chairman of the Board shall be a trustee; the other officers may be trustees.

**SECTION 4.02. *Chairman of the Board.*** The Chairman of the Board, if one be elected, shall preside at all meetings of the Board of Trustees at which he shall be present; and, in general, he shall perform all such duties as are from time to time assigned to him by the Board of Trustees.

**SECTION 4.03. *President.*** The President, in the absence of the Chairman of the Board, shall preside at all meetings of the Board of Trustees at which he shall be present; he may sign and execute, in the name of the Corporation, all authorized deeds, mortgages, bonds, contracts or other instruments, except in cases in which the signing and execution thereof shall have been expressly delegated to some other officer or agent of the Corporation; and, in general, he shall perform all duties usually performed by a president of a corporation and such other duties as are from time to time assigned to him by the Board of Trustees or the chief executive officer of the Corporation.

**SECTION 4.04. *Vice-Presidents.*** The Vice-President or Vice-Presidents, at the request of the chief executive officer or the President, or in the President's absence or during his inability to act, shall perform the duties and exercise the functions of the President, and when so acting shall have the powers of the President. If there be more than one Vice-President, the Board of Trustees may determine which one or more of the Vice-Presidents shall perform any of such duties or exercise any of such functions, or if such determination is not made by the Board of Trustees, the chief executive officer, or the President may make such determination; otherwise any of the Vice-Presidents may perform any of such duties or exercise any of such functions. The Vice-President or Vice-Presidents shall have such other powers and perform such other duties, and have such additional descriptive designations in their titles (if any), as are from time to time assigned to them by the Board of Trustees, the chief executive officer, or the President.

**SECTION 4.05. *Secretary.*** The Secretary shall keep the minutes of the meetings of the Board of Trustees and of any committees, in books provided for the purpose; he shall see that all notices are duly given in accordance with the provisions of the By-Laws or as required by law; he shall be custodian of the records of the Corporation; he may witness any document on behalf of the Corporation, the execution of which is duly authorized, see that the corporate seal is affixed where such document is required or desired to be under its seal, and, when so affixed, may attest the same; and, in general, he shall perform all duties incident to the office of a secretary of a corporation, and such other duties as are from time to time assigned to him by the Board of Trustees, the chief executive officer, or the President.

**SECTION 4.06. *Treasurer.*** The Treasurer shall have charge of and be responsible for all funds, securities, receipts and disbursements of the Corporation, and shall deposit, or cause to be deposited, in the name of the Corporation, all moneys or other valuable effects in such banks, trust companies or other depositories as shall, from time to time, be selected by the



Board of Trustees; he shall render to the President and to the Board of Trustees, whenever requested, an account of the financial condition of the Corporation; and, in general, he shall perform all the duties incident to the office of a treasurer of a corporation, and such other duties as are from time to time assigned to him by the Board of Trustees, the chief executive officer, or the President.

**SECTION 4.07. *Assistant and Subordinate Officers.*** The assistant and subordinate officers of the Corporation are all officers below the office of Vice-President, Secretary, or Treasurer. The assistant or subordinate officers shall have such duties as are from time to time assigned to them by the Board of Trustees, the chief executive officer, or the President.

**SECTION 4.08. *Election, Tenure and Removal of Officers.*** The Board of Trustees shall elect the officers. The Board of Trustees may from time to time authorize any committee or officer to appoint assistant and subordinate officers. All officers shall be appointed to hold their offices, respectively, during the pleasure of the Board. The Board of Trustees (or, as to any assistant or subordinate officer, any committee or officer authorized by the Board) may remove an officer at any time. The removal of an officer does not prejudice any of his contract rights. The Board of Trustees (or, as to any assistant or subordinate officer, any committee or officer authorized by the Board) may fill a vacancy which occurs in any office for the unexpired portion of the term.

**SECTION 4.09. *Compensation.*** The Board of Trustees shall have power to fix the salaries and other compensation and remuneration, of whatever kind, of the chief executive officer of the Corporation. It may authorize any committee or officer, upon whom the power of appointing assistant and subordinate officers may have been conferred, to fix the salaries, compensation and remuneration of such assistant and subordinate officers.

## **ARTICLE V.**

### **FINANCE**

**SECTION 5.01. *Checks, Drafts, Etc.*** All checks, drafts and orders for the payment of money, notes, and other evidence of indebtedness, issued in the name of the Corporation, shall, unless otherwise provided by resolution of the Board of Directors, be signed by the Chairman of the Board, the President, a Vice-President, or an Assistant Vice-President and countersigned by the Treasurer, an Assistant Treasurer, the Secretary, or an Assistant Secretary.

**SECTION 5.02. *Annual Statement of Affairs.*** The President shall prepare or cause to be prepared annually a full and correct statement of the affairs of the Corporation, to include a balance sheet and a financial statement of operations for the preceding fiscal year. The statement of affairs shall be submitted at the annual meeting of the Board of Trustees and, within twenty (20) days after the meeting, placed on file at the Corporation's principal office.

**SECTION 5.03. *Fiscal Year.*** The fiscal year of the Corporation shall be the twelve calendar months period ending June 30 in each year, unless otherwise provided by the Board of Trustees.

## **ARTICLE VI.**

### **SUNDRY PROVISIONS**

**SECTION 6.01. *Maintenance of Tax-Exempt Status.*** The Corporation shall not have any purposes nor carry on any activities (otherwise than as an insubstantial part of its activities) not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(a) and described in Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

**SECTION 6.02. *Books and Records.*** The Corporation shall keep correct and complete books and records of its accounts and transactions and minutes of the proceedings of its Board of Trustees and of any executive or other committee when exercising any of the powers of the Board of Trustees. The books and records of the Corporation may be in written form or in any other form which can be converted within a reasonable time into written form for visual inspection. Minutes shall be recorded in written form but may be maintained in the form of a reproduction. The original or a certified copy of the Articles of Incorporation and By-Laws shall be kept at the principal office of the Corporation.

**SECTION 6.03. *Corporate Seal.*** The Board of Trustees shall provide a suitable seal, bearing the name of the Corporation, which shall be in the charge of the Secretary. The Board of Trustees may authorize one or more duplicate seals and provide for the custody thereof. If the Corporation is required to place its corporate seal to a document, it is sufficient to meet the requirement of any law, rule or regulation relating to a corporate seal to place the word "Seal" adjacent to the signature of the person authorized to sign the document on behalf of the Corporation.

**SECTION 6.04. *Bonds.*** The Board of Trustees may require any officer, agent, or employee of the Corporation to give a bond to the Corporation, conditioned upon the faithful discharge of his duties, with one or more sureties and in such amount as may be satisfactory to the Board of Trustees.

**SECTION 6.05. *Voting Upon Shares in Other Corporations.*** Stock of other corporations or associations, registered in the name of the Corporation, may be voted by the President, a Vice-President, or a proxy appointed by either of them. The Board of Trustees, however, may by resolution appoint some other person to vote such shares, in which case such

person shall be entitled to vote such shares upon the production of a certified copy of such resolution.

**SECTION 6.06. *Mail.*** Any notice or other document which is required by these By Laws to be mailed *shall* be deposited in the United States mails, postage prepaid.

**SECTION 6.07. *Execution of Documents.*** A person who holds more than one office in the Corporation may not act in more than one capacity to execute, acknowledge, or verify an instrument required by law to be executed, acknowledged, or verified by more than one officer.

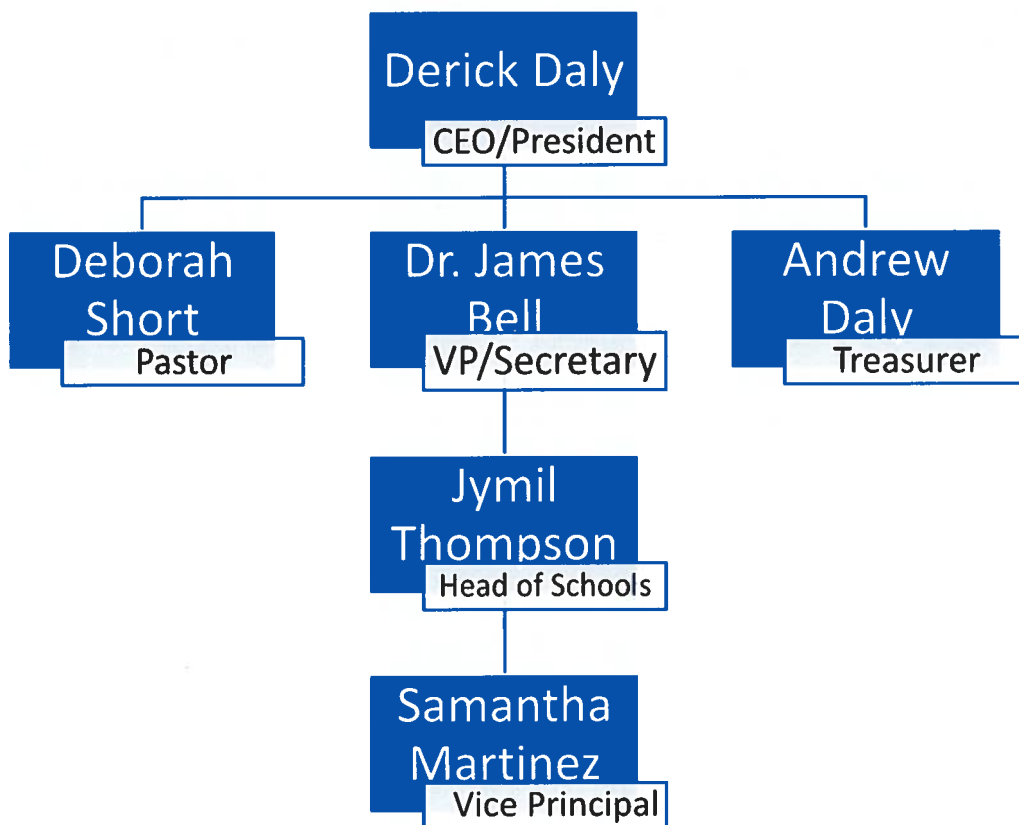
**SECTION 6.08. *Amendments.*** The Board of Trustees shall have the power, at any regular or special meeting thereof, to make and adopt new by-laws, or to amend, alter or repeal any of the By-Laws of the Corporation.

## ARTICLE VII.

### CLAUSES

**SECTION 7.01. *Acceptable Purpose Clause*** Polaris Village is organized exclusively for religious, charitable, and educational purposes under section 501 (c)(3)

**SECTION 7.02. *Acceptable Dissolution Clause.*** Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.





## COUNTY COUNCIL OF TALBOT COUNTY

COURT HOUSE  
11 N. WASHINGTON STREET  
EASTON, MARYLAND 21601-3178  
PHONE: 410-770-8001  
FAX: 410-770-8007  
TTY: 410-822-8735  
[www.talbotcountymd.gov](http://www.talbotcountymd.gov)

CHUCK F. CALLAHAN, President  
PETE LESHER, Vice President

FRANK DIVILIO  
COREY W. PACK  
LAURA E. PRICE

### ADMINISTRATIVE RESOLUTION

WHEREAS, State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant (CDBG) Program; and

WHEREAS, Talbot County is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Talbot County Council held the required public hearing related to the formulation of the Community Development Block Grant Application on September 28, 2021; and

WHEREAS, the Talbot County Council understands and acknowledges that they would be responsible for the completion of grant activities and any corrective actions including the repayment of funds if necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Talbot County Council hereby authorizes the submittal of an application for Community Development Block Grant funds in the amount of \$500,000 for Polaris Village Ministries building revitalization located at 209 Port St., Easton, Maryland 21601. The three main objectives of the Polaris Village Ministries program are: food program; childcare program; and parenting classes focused on improving quality of life in a predominately low to moderate income area.

BE IT FURTHER RESOLVED, that the Talbot County Manager is authorized and empowered to execute any and all documents required for the submission of the application.

GIVEN UNDER OUR HANDS AND THE GREAT SEAL OF  
TALBOT COUNTY, THIS 28<sup>TH</sup> DAY OF SEPTEMBER, IN THE  
YEAR OF OUR LORD TWO THOUSAND AND TWENTY ONE.

\_\_\_\_\_  
Chuck F. Callahan, President

Attest:

\_\_\_\_\_  
Pete Leshner, Vice President

\_\_\_\_\_  
Susan Moran, Secretary

\_\_\_\_\_  
Frank Divilio

\_\_\_\_\_  
Corey W. Pack

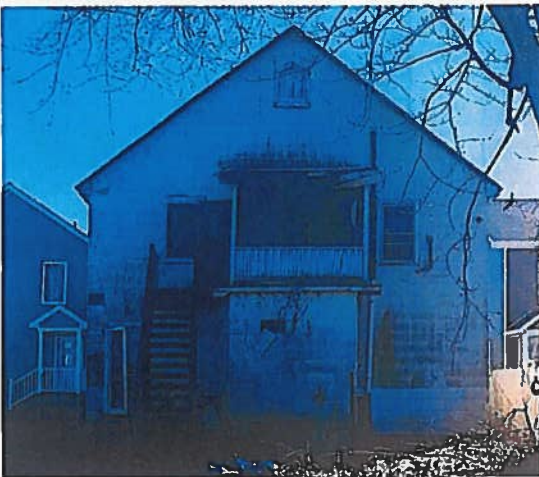
\_\_\_\_\_  
Laura E. Price



**Polaris Village Ministries  
209 Port Street, Easton, MD 21601 – Renovation and Addition**



**Existing South**

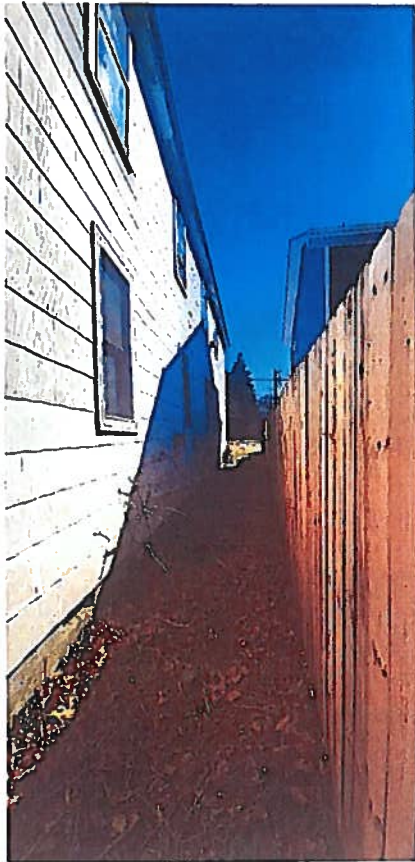


**Existing North**

**RAUCH**  
Inc.



**Polaris Village Ministries  
209 Port Street, Easton, MD 21601 – Renovation and Addition**



**Existing East**



**Existing West**

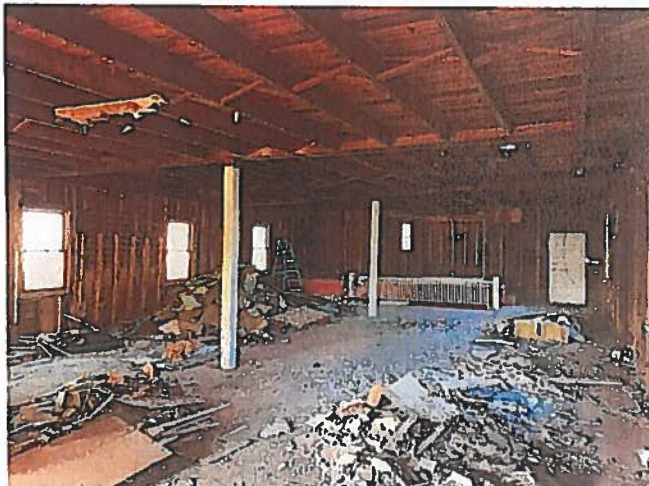
**RAUCH**  
INC.



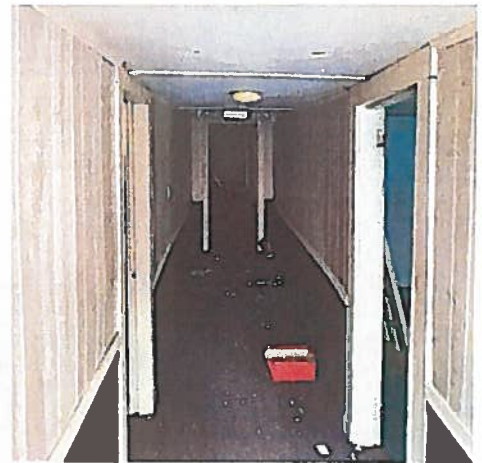
**Polaris Village Ministries**  
**209 Port Street, Easton, MD 21601 – Renovation and Addition**



**Existing First Floor**



**Existing First Floor**

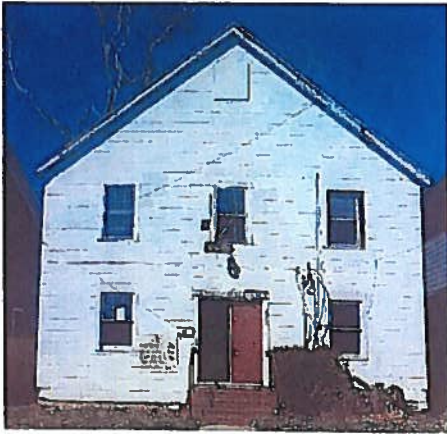


**Existing Second Floor**

**RAUCH**  
Inc.

**Polaris Village Ministries**  
**209 Port Street, Easton, MD 21601 – Renovation and Addition**  
**Landscaping**

**Shrubs in the front of the building**



**RAUCH**  
Inc.

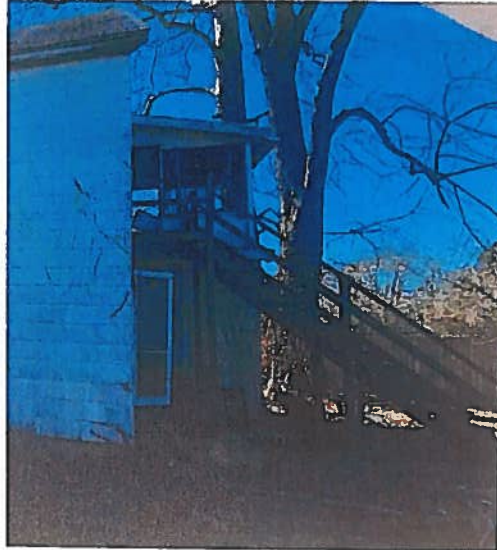
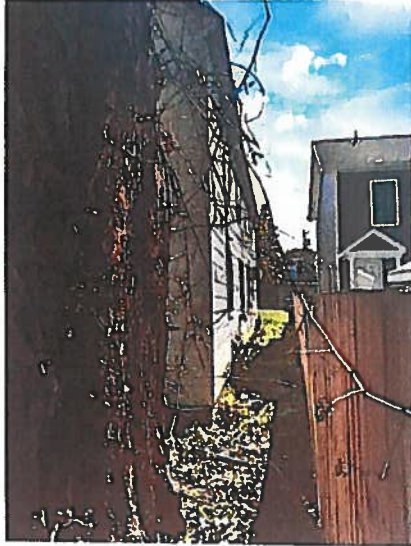
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3-8-2021

Scanned with CamScanner

**Polaris Village Ministries  
209 Port Street, Easton, MD 21601 – Renovation and Addition**

**Tree located behind building.**



**RAUCH**  
INC.

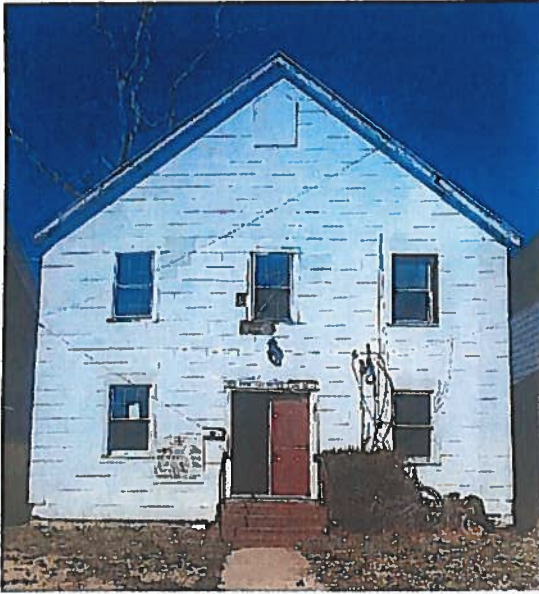
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3-8-2021

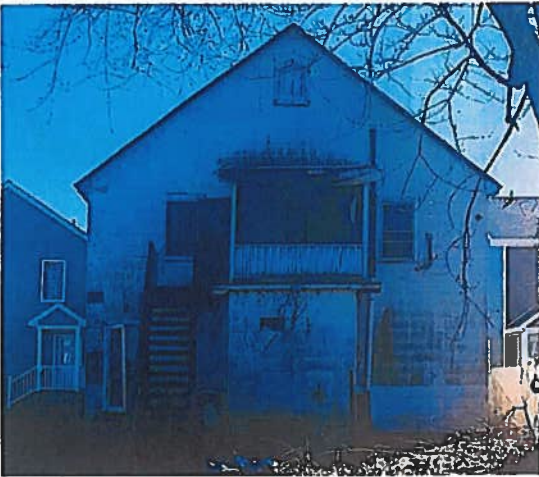




**Polaris Village Ministries**  
**209 Port Street, Easton, MD 21601 – Renovation and Addition**



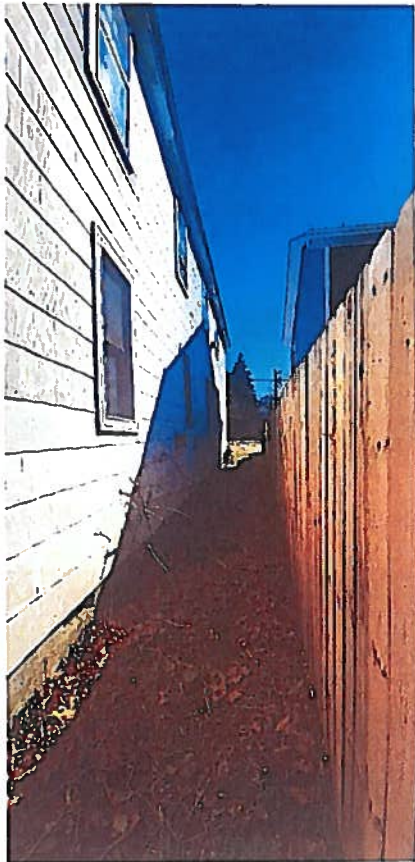
**Existing South**



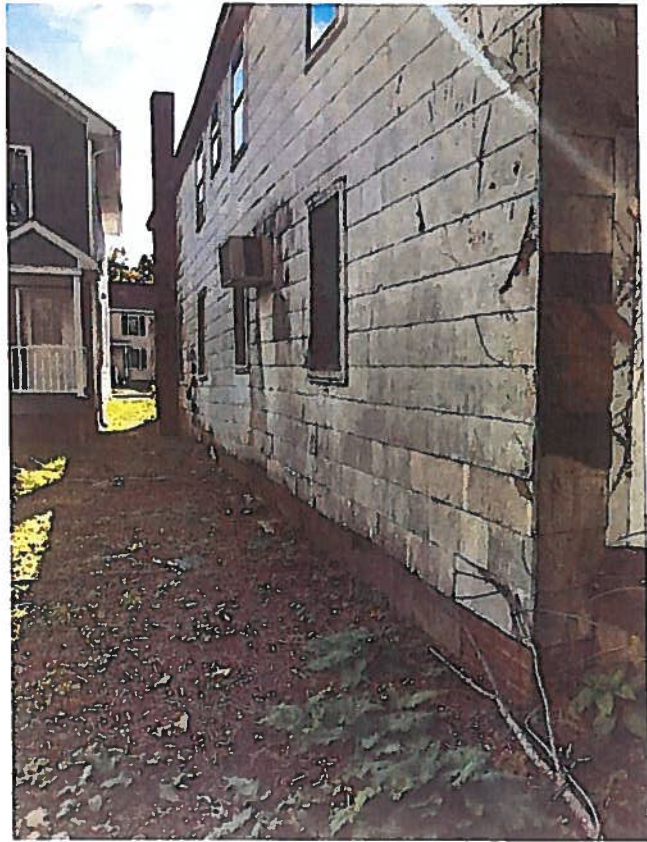
**Existing North**

**RAUCH**  
Inc.

**Polaris Village Ministries  
209 Port Street, Easton, MD 21601 – Renovation and Addition**



**Existing East**



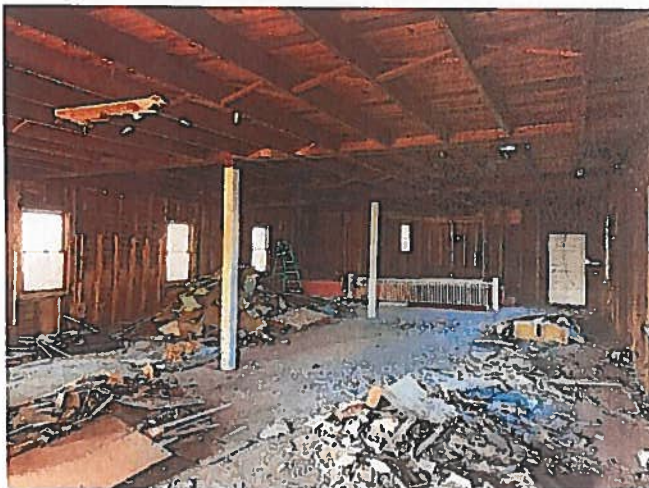
**Existing West**

**RAUCH**  
Inc.

**Polaris Village Ministries**  
**209 Port Street, Easton, MD 21601 – Renovation and Addition**



**Existing First Floor**



**Existing First Floor**



**Existing Second Floor**

**RAUCH**  
INC.



**Polaris Village Ministries**  
**209 Port Street, Easton, MD 21601 – Renovation and Addition**  
**Landscaping**

**Shrubs in the front of the building**



**RAUCH**  
Inc.

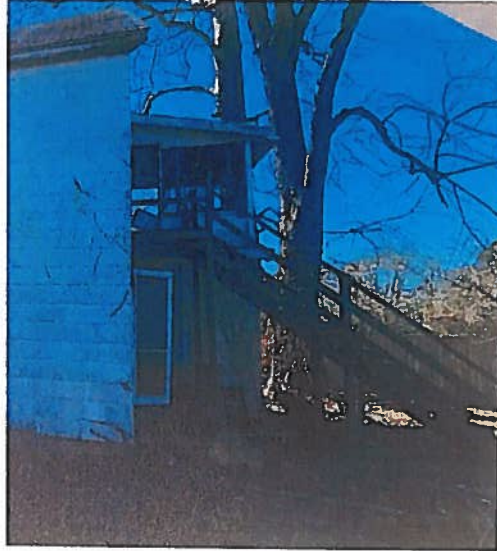
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3-8-2021



**Polaris Village Ministries  
209 Port Street, Easton, MD 21601 – Renovation and Addition**

**Tree located behind building.**

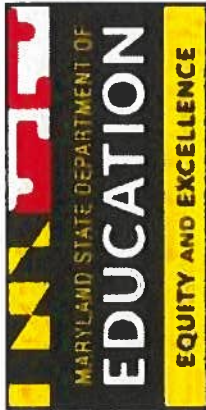


**RAUCH**  
Inc.

5

3-8-2021





State of Maryland - Department of Education  
Office of Child Care

**CHILD DEVELOPMENT PROGRAM LICENSE**

Region: 8  
County: 20 Talbot  
License Number: 257225  
First License/Registration Issued: 02/12/2021  
School Number:  
Approved Since:

**Polaris Village Ministries Child Care**  
31 Jowite Street, Easton, MD 21601  
Operated by Polaris Village Ministries Child Care

The Office of Child Care issues this license pursuant to Education Article, Sections 9.5-101 through 9.5-110, Sections 9.5-401 through 9.5-420, and COMAR 13A.16.01-.19.  
In addition, an approval is issued pursuant to Education Article, Section 2-206, Annotated Code of Maryland and COMAR 13A.16.16.

License Status:			
Issued on:	02/12/2021		
Revised on:	05/17/2021		
Expires on:	01/31/2023		
Status:	Initial - Full		

Rooms Approved and Capacity:	
Room	Cap.
BAAAM building conference room	18
Child Care Building Room A	19
Child Care Building Room B	30

**Key: 1=Child Care, 2=Educational Program,  
3=Accredited**

Ages:	1	2	3
6 wks through 17 mos	No		No
18 mos through 23 mos	No		No
2 years	No	No	No
3 years	No	No	No
4 years	Yes	No	No
5 yrs through 15 yrs	Yes		No
16 yrs through 20 yrs	Yes		No

Schedule:	
Months:	January- December
Days:	Monday - Friday
Hours:	08:00 AM - 03:00 PM
Total Capacity:	30

This Child Care Center License is issued to the licensee named above on condition that the licensee agrees to comply with all applicable child care center licensing laws and regulations. Failure to comply with applicable laws and regulations may result in an enforcement action against this License, including but not limited to suspension or revocation of the License or denial of a new License. The licensee must surrender this License to the Office of Child Care upon suspension, revocation, voluntary closure, or denial of a new License. The licensee must notify the Office of Child Care of a change in ownership of the child care center prior to its effective date.

**RESTRICTIONS/COMMENTS:** Anniversary month is January. The license includes Child Care building Rooms A and B, and BAAAM building conference room.

**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools  
Maryland State Department of Education



**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools

## **LETTER OF REGISTRATION OF A CHURCH-EXEMPT SCHOOL**

June 10, 2021

Mr. Derick Daly, Chief Officer  
Polaris Village Ministries, Inc.  
31 Jowite Street  
Easton, MD 21601

**Re: Polaris Village Academy  
31 Jowite Street  
Easton, Maryland 21601**

**School Number: 09-20-4038**

Dear Mr. Daly:

The Registration Form For A School To Operate Exempt From Approval By The State Board Of Education has been received. Official documentation submitted with the Registration Form supports the fact that the Legal Authority responsible for governing and operating the above-referenced school is a bona fide church organization. The school, therefore, has been officially registered to operate exempt from education regulations as a "church-exempt school." This means that the school may legally operate without holding a Certificate of Approval from the Maryland State Board of Education (State Board). ***Registration to operate as a church-exempt school does not mean state approval or accreditation of the school.***

Church-exempt schools are exempt from education regulations only. Exemption from education regulations applies only to the instructional day for any ages or grades of enrollment in the school, including Nursery School (ages 2, 3 and/or 4) through Grade 12. The exemption does **not** apply to before and/or after school programs or any child care services provided. A registered church-exempt school must comply with other laws and regulations that pertain to schools including federal, state, and/or local regulations regarding health, fire safety, zoning, asbestos, and age of compulsory school attendance. ***Registration of a church exempt school means that the legal authority responsible for governance and operation of the school has received approval from local health, fire safety and zoning offices on forms provided by the MSDE for the school's operation at the identified location.*** Contact the Maryland Department of the Environment regarding asbestos regulations (contact information enclosed).

By copy of this letter, notice is filed with the local school system, fire safety office, health department, zoning office, and the Maryland Department of the Environment that the school has been registered with the Maryland State Department of Education (MSDE) to operate without holding a Certificate of Approval from the State Board. The school must also comply with the Criminal Background Investigation Law, Education Article §6-113.2, and the Child Abuse and Neglect Reporting Law. Information regarding these laws was previously sent to you. An additional list of these laws is also enclosed with this letter.

Mr. Derick Daly, Chief Officer  
**Re: Polaris Village Academy**  
June 10, 2021  
Page 2

If the MSDE becomes aware of the school's failure to comply with any other laws and regulations that pertain to schools including federal, state, and/or local regulations regarding health, fire safety, zoning, asbestos, and age of compulsory school attendance, the school's registration may be suspended and the school may be removed from the MSDE's website and until such time that the school demonstrates compliance with the applicable law(s) or regulation(s).

**In order to ensure the accuracy of the registration of the school with MSDE, please advise this office in writing the following:**

- ~ **If there is a change in the name of the school**
- ~ **If there is a change in the location of the school from the location registered;**
- ~ **If there are additional locations of the school;**
- ~ **If there is a change in the name of the church that operates the school;**
- ~ **If another church or another Legal Authority operates the school;**
- ~ **If the school becomes incorporated;**
- ~ **If the school ceases to operate.**

If the school enrolls secondary school students (Grades 9 - 12) and ceases operation, the original or a legible copy of the secondary school transcript for each student who has been enrolled in the secondary school must be filed with MSDE. Education Article, §2-304, Annotated Code of Maryland, is the law that establishes this requirement.

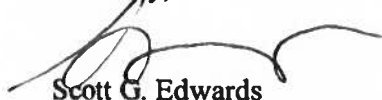
Enclosed is a list of laws that pertain to Maryland nonpublic schools. Please ensure that you and the school staff become familiar with the requirements of these laws and keep this list available for reference. More information pertaining to Maryland's nonpublic schools may be found on the Internet at [www.marylandpublicschools.org](http://www.marylandpublicschools.org). Click on the Nonpublic Schools link under "Related Sites" on the menu bar on the right side of the page.

If the school or a ministry of the church elects to supervise home instruction, notify this office so that the supervision of home instruction may be registered. Registration of the school does not include the registration of supervision of home instruction.

Please maintain this letter and enclosures for future reference. You may wish to make a copy of this letter and its enclosures to be filed with the administrator of the school.

If you have any questions, please contact me at (410) 767-0407 or [alexandra.cambra@maryland.gov](mailto:alexandra.cambra@maryland.gov).

Sincerely,



Scott G. Edwards  
Nonpublic School Approval Specialist

Enclosures: Fact Sheet Regarding Church-Exempt Schools  
Fact Sheet Regarding the Mandatory Kindergarten Attendance Law  
List of Local Agency Contacts  
Legal Requirements That Pertain To Maryland Nonpublic Schools Information

**Mr. Derick Daly, Chief Officer**

**Re: Polaris Village Academy**

**June 10, 2021**

**Page 3**

**C: [Letter only]**

**Alexandra Cambra, Director, Division of Educator Certification and Program Approval, MSDE**

**Robin Lyles, Policy Management Unit Director, Information Technology and Communications  
Division, Department of Public Safety and Correctional Services**

**Joseph A. Mayer, Plan Reviewer, Town of Easton**

**Caryn L. McMahon, Deputy Chief Fire Marshal, Office of the State Fire Marshal, Maryland  
Department of State Police**

**Kelly Meadows, Acting Assistant State Superintendent, Division of Educator Certification and  
Program Approval, MSDE**

**Rich Ponak, EPA Region 3, Enforcement and Compliance Assurance Division, Toxics Section**

**Donna Rowlette, Director, Criminal Justice Information System Central Repository, Department of  
Public Safety and Correctional Services**

**Anne Siefer, Talbot County Environmental Health**

**Jymil Thompson, Polaris Village Academy**

# Polaris Village Ministries

## Budgeted Financial Statements

July - June  
2020-2021  
Actual

### Balance Sheet

<b>Assets</b>	
Operating Cash	114,278.13
Endowment Funds	0.00
Property and Equipment Net	76,622.94
Construction in Progress	106,350.00
Other Assets	0.00
<b>Total Assets</b>	<b>297,251.07</b>
<b>Liabilities</b>	
Accounts Payable	0.00
Other Liabilities	7,331.83
Long Term Loan	35,785.73
<b>Total Liabilities</b>	<b>43,117.56</b>
<b>Equity</b>	
Contribution Surplus (Deficit)	254,133.51
<b>Total Liabilities &amp; Equity</b>	<b>297,251.07</b>

2021 Actual %

### Income Statement

#### Revenue

General Contributions	369,569.76	81.30%
Naima Interest Contribution	0.00	0.00%
Building	85,000.00	18.70%
<b>Total Revenue</b>	<b>454,569.76</b>	<b>100.00%</b>

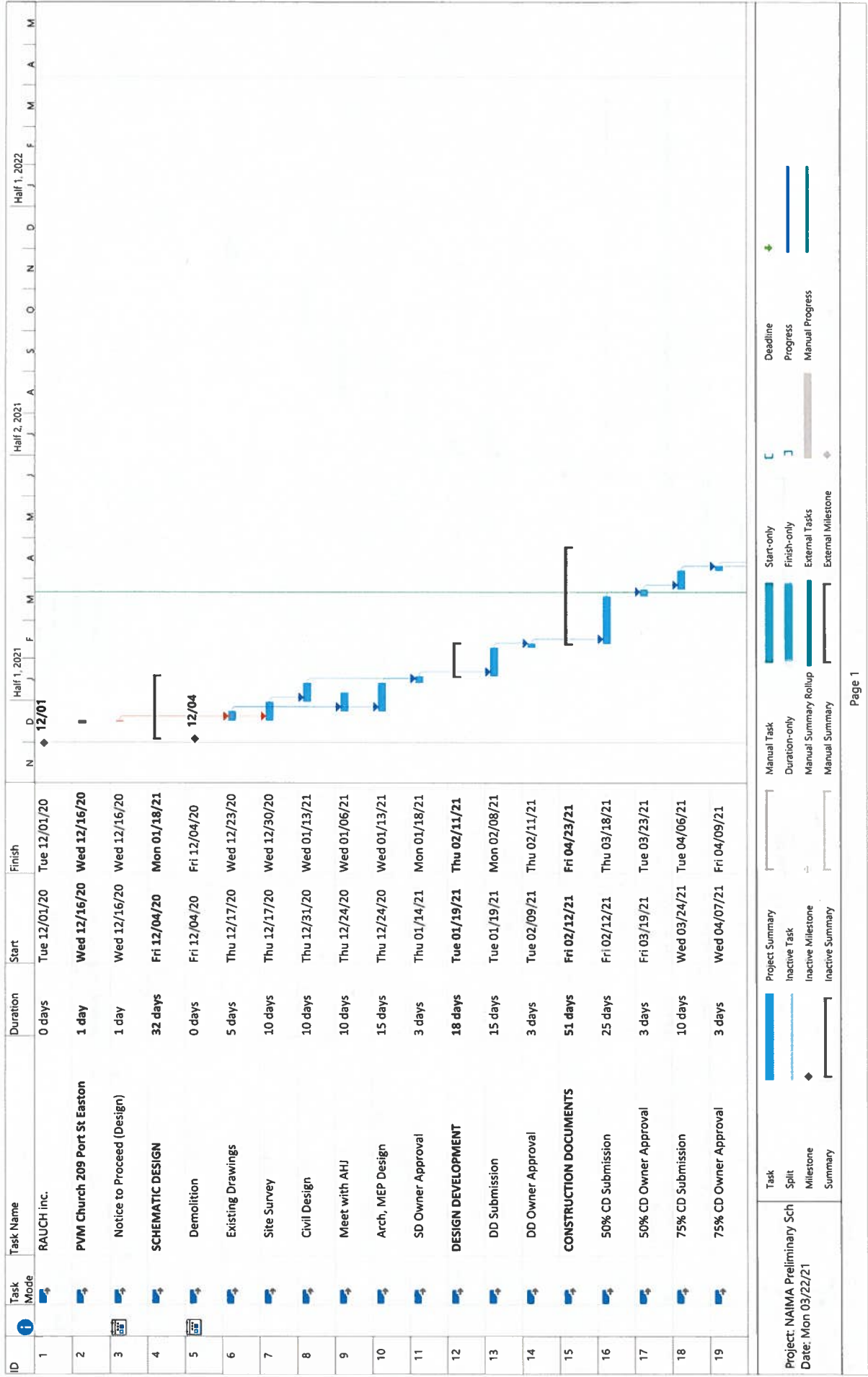
#### Operating Expenses

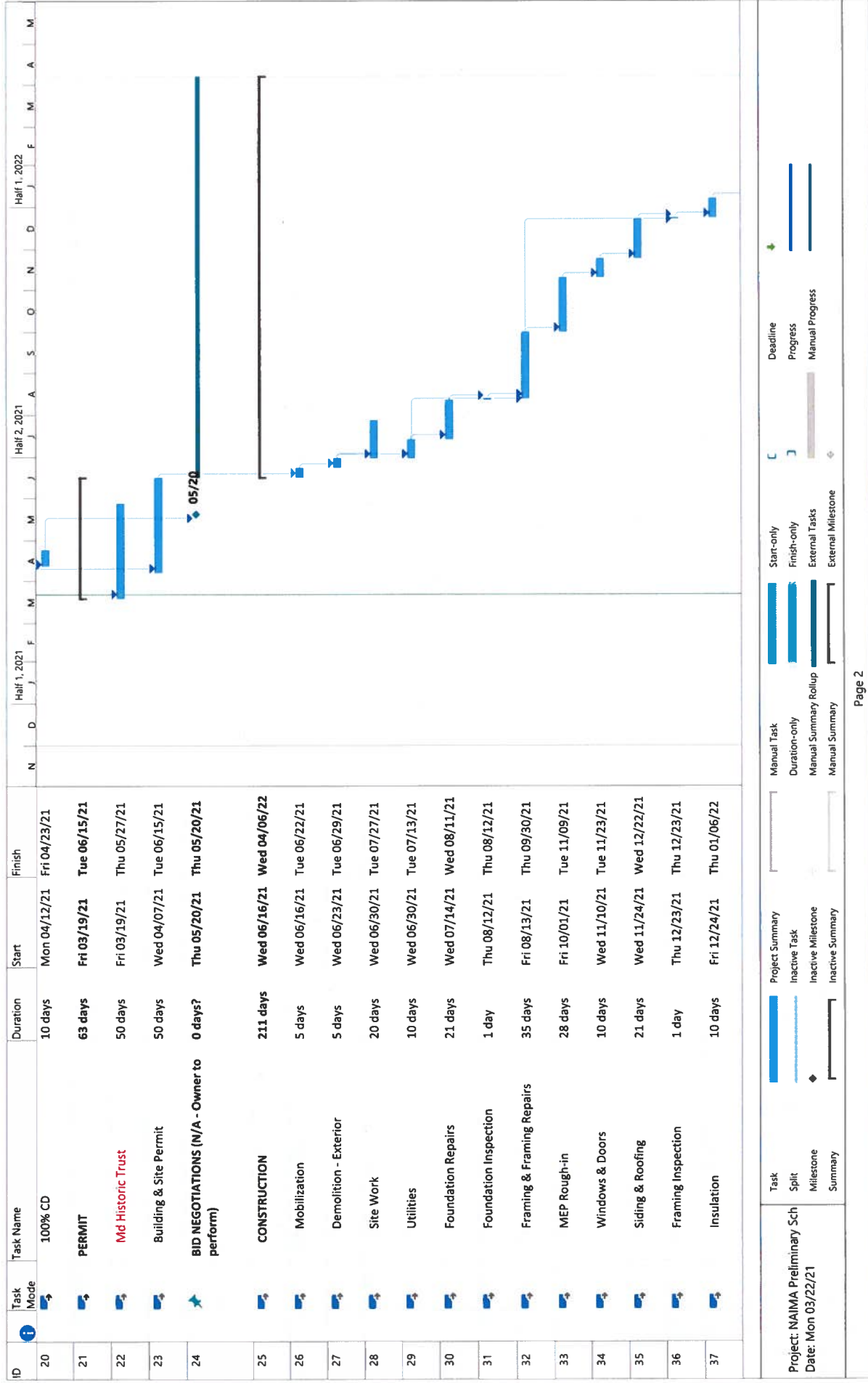
Staff Wages	199,282.13	43.84%
Payroll Taxes	16,383.21	3.60%
Workers Compensation	0.00	0.00%
payroll Fees	0.00	0.00%
Professional Development	6,192.98	1.36%
Program Expenses	1,321.52	0.29%
Contractors	31,890.51	7.02%
Advertising & Promotions	2,170.80	0.48%
Office Expenses	9,878.22	2.17%
Rent	20,750.00	4.56%
Interest Expense	0.00	0.00%
Liability Insurance	4,844.00	1.07%
Taxes & Licenses	2,355.53	0.52%
Legal & Accounting	59.00	0.01%
Building Utilities & Maintenance	717.50	0.16%
Bank Charges	79.01	0.02%
Miscellaneous	1,000.00	0.22%
<b>Total Operating Expenses</b>	<b>296,924.41</b>	<b>65.32%</b>

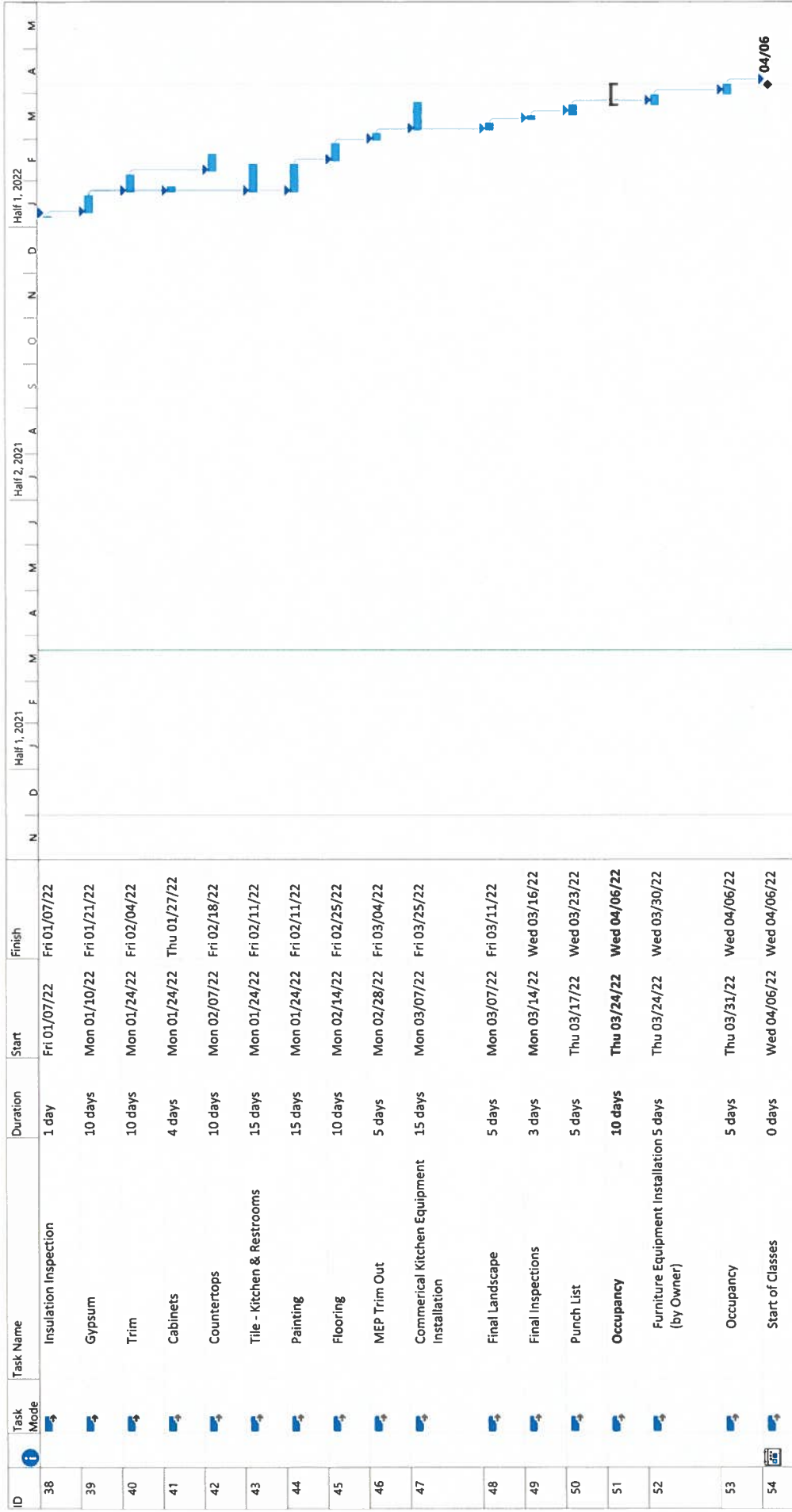
<b>Net Surplus/ Deficit From Contributions</b>	<b>157,645.35</b>	<b>34.68%</b>
Interest Income and Gain/Loss	0.00	0.00%
<b>Surplus / (Deficit)</b>	<b>157,645.35</b>	<b>34.68%</b>











Project: NAIMA Preliminary Sch

Date: Mon 03/22/21

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress





**Name**

First Name

Last Name

**Age**

☐ 0 - 17

☐ 25 - 34

☐ 45 - 54

☐ 65 - 74

☐ 18 - 24

☐ 35 - 44

☐ 55 - 64

☐ 75 or more

**Ethnicity**

☐ White

☐ American Indian

☐ Middle Eastern or North African

☐ Native Hawaiian or Other Pacific Islander

☐ Asian

☐ Black or African American

☐ Hispanic Latino or Spanish origin

☐

**Education**

☐ Less than HS diploma

☐ Some college

☐ Graduate degree

☐ High school

☐ Bachelors degree

☐ Higher education

**Type of Employment**

☐ Student

☐ Unemployed (not looking for a job)

☐ Unemployed (looking for a job)

☐ Self-employed

☐☐

**Household Income**

☐

\$0 - \$24,999

☐

\$25,000 - \$49,999

☐

\$50,000 - \$74,999

☐

\$75,000 - \$99,999

☐

\$100,000 - \$149,999

☐

\$150,000 or more

**Marital Status**

☐

Single

☐

Married

☐

Divorced

☐

Widowed

**Number of children**

☐

1

☐

2

☐

3

☐

4 or more



EASTON ECONOMIC  
DEVELOPMENT CORPORATION

September 9, 2021

Mr. Chuck Callahan, Talbot County Council President  
c/o Mary Kay Verdery, Grants Administrator  
Talbot County Courthouse  
11 N. Washington Street  
Easton, MD 21601

Re: Polaris Village Ministries

Dear Mr. Callahan:

I am writing on behalf of the Easton Economic Development Corporation to support the application of Polaris Village Ministries for Community Development Block Grant (CDBG) to support their redevelopment and programming of Mt. Piscah Church, located on Port Street, in Easton, MD.

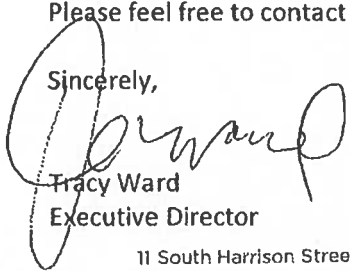
The Easton Economic Development Corporation (EEDC) was launched in 2013 to drive economic vitality, smart redevelopment, and business creation in the historic Town of Easton, Maryland to foster a healthy quality of life for all generations. The EEDC works toward managing Easton's continued growth as a diverse and healthy "smart town," leading innovation where the land and water meet.

A key initiative of the EEDC is the *Port Street Redevelopment Project*, a project that encompasses over 60 developable acres along Port Street from Easton's waterfront to Downtown. The Port Street Small Area Master Plan, developed by the Town of Easton and the Easton Economic Development Corporation, guides development for the area known as Easton Point, and the Port Street corridor connecting Easton Point to downtown Easton. Through its redevelopment, Port Street will become a vibrant waterfront and historic gateway into the Town, with diverse uses including cultural, housing, open spaces, walkability, recreation, restaurants and retail.

Vitally critical to the Town of Easton and the EEDC is the preservation and expansion of affordable housing and services to support families within the redevelopment area. We anticipate high-end residential development to occur within the development area along the waterfront and are working closely with the community to ensure that our existing residents will continue to have access to safe, affordable housing and services. We support the work of Polaris Village Ministries in advancing a plan to establish a vitally healthy food initiative in this community at this newly proposed community center.

Please feel free to contact me with any questions.

Sincerely,

  
Tracy Ward  
Executive Director

JOHNNY MAUTZ  
Legislative District 37B  
Caroline, Dorchester, Talbot,  
and Wicomico Counties

Economic Matters Committee



The Maryland House of Delegates  
6 Bladen Street, Room 424  
Annapolis, Maryland 21401  
410-841-3429 · 301-858-3429  
800-492-7122 Ext. 3429  
Fax 410-841-3523 · 301-858-3523  
Johnny.Mautz@house.state.md.us

THE MARYLAND HOUSE OF DELEGATES  
ANNAPOLIS, MARYLAND 21401

September 9th, 2021

Chuck Callahan, Talbot County Council President  
C/O Mary Kay Verdery, Grants Administrator  
Talbot County Courthouse  
11 N. Washington Street  
Easton, MD 21601

RE: Community Development Block Grant (CDBG)

Dear Mr. Callahan:

I am writing on behalf of District 37B to support the consideration of Polaris Village Ministries for the CDBG Grant.

I would like to express our support for the renovation of Mount Pisgah Church located in Easton. The grant request in the amount of 500,000 would help upgrade and renovate the space located on historic Port Street.

With this money, they will be able to expand their growing work with underserved populations and continue to provide educational services, job opportunities, and meals for those in need in our community.

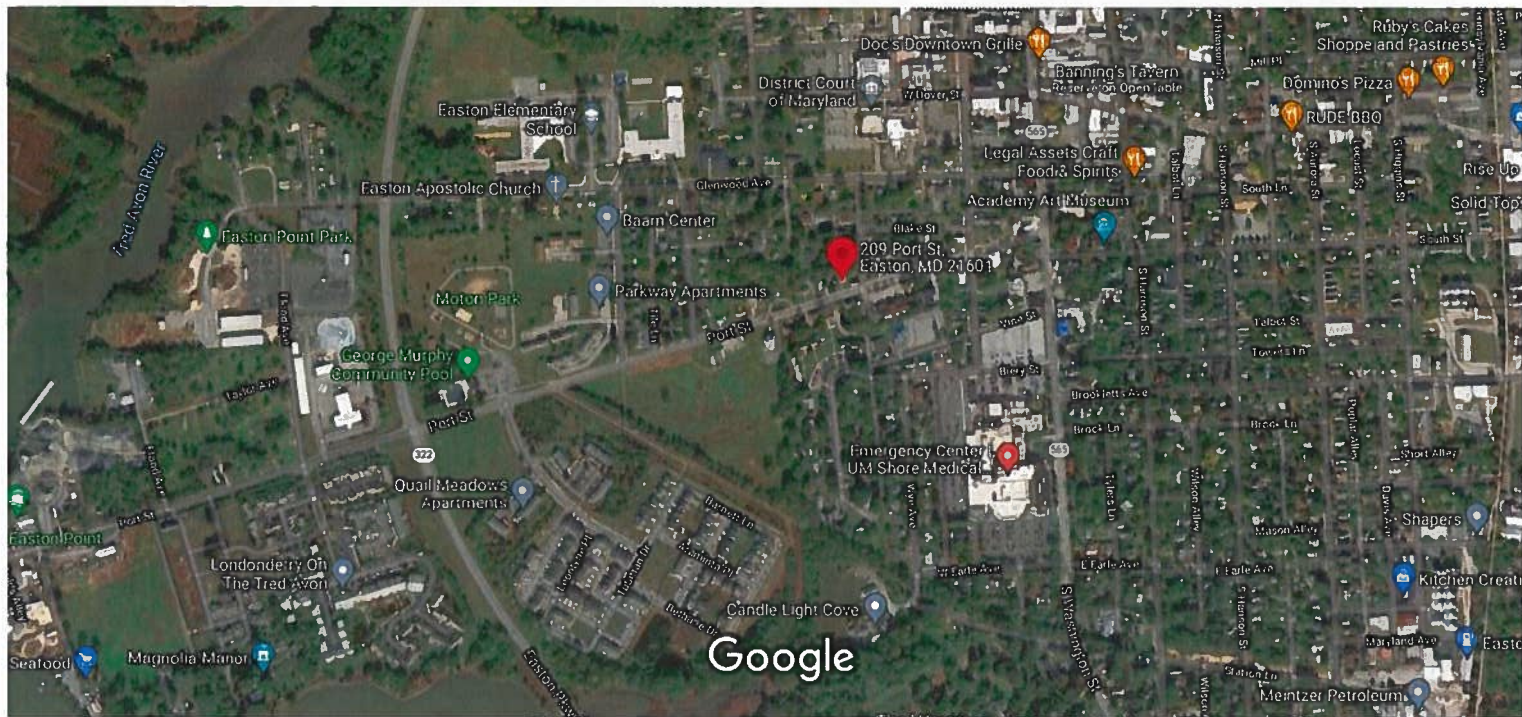
We fully support this application and hope that you fully fund their request. Thank you for your consideration. Any questions, please contact us at [johnny.mautz@house.state.md.us](mailto:johnny.mautz@house.state.md.us) or 443-746-3091.

Sincerely,

A handwritten signature in black ink, appearing to read "Johnny Mautz", written over a horizontal line.

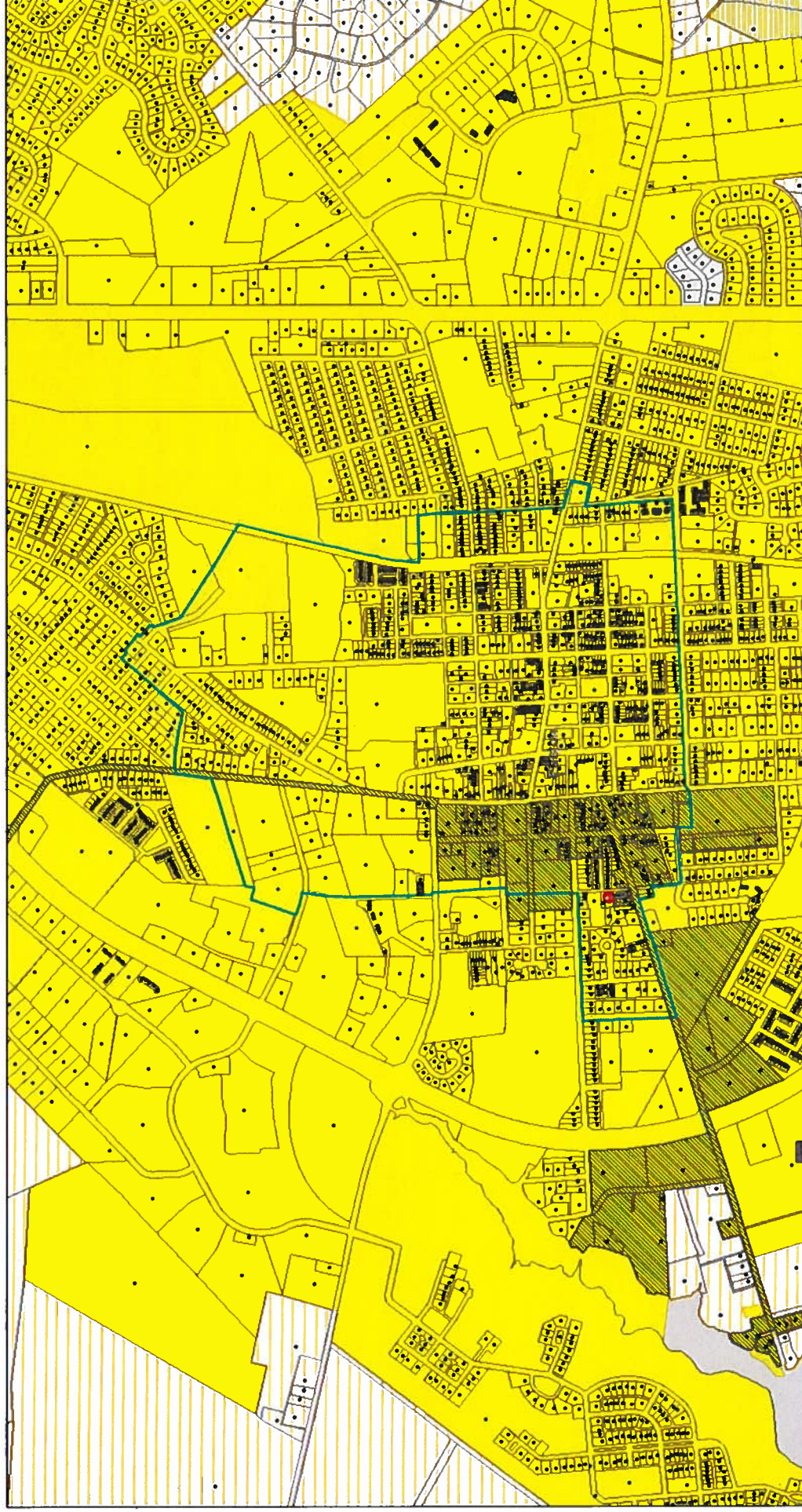
JOHNNY MAUTZ  
District 37B  
Member – Economic Matters Committee







# Priority Funding Area Map



September 24, 2021

- Override 1
- Enterprise Zones
- Municipal PFA Comment Area
- Municipalities
- Annexed but not PFA
- Parcel Points
- Municipal PFA

Location pointer is 209 Port St. Easton, MD.

The blue line is the priority funding area and opportunity zone within the Town of Easton.

1:13,811

0 0.13 0.25 0.5 mi  
0 0.2 0.4 0.8 km

MD iMAP, MDP, SDAT, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, MD iMAP, COMMERCE, DHCD, MDP, MHT, MDOT, MDOT SHA, USDOT, FHWA, DoIT

issues and identifies Town policies relative to residential, commercial, and industrial development as well as the provision of lands for parks and open spaces. It analyzes the appropriate mix of uses in the short and long term given our projected growth. It will also address the monumental task of reversing and rectifying what are now viewed as poor land use decisions (made not just in Easton but throughout the nation) that were made in the past, primarily since the late 1940's. In short, it lays the groundwork that will be repeated throughout the Plan for ensuring that future growth is not in the form of auto-centric, isolated, suburban style subdivisions but rather takes the form of multi-use, integrated, and connected neighborhoods.

Directing growth is a critical task facing local governments throughout the country today. Many communities view growth as essential to their economic health. Communities without growth may be forced to continually raise taxes on existing residents and businesses since the tax base does not expand. On the other hand, unchecked, unmanaged growth can also cause many problems. Achieving the right balance of land uses is critical in avoiding these problems. For example, a community that focuses primarily on residential growth may become a bedroom community where the residents are forced to travel to other places for everything from work to shopping. A community with an overabundance of commercial development invites traffic congestion. And unless the community has adequate design standards, whatever development occurs may not be aesthetically pleasing.

## **BACKGROUND**

Like nearly every community, Easton's land use pattern is primarily a reflection of the influences of the dominant mode of transportation over time. At its founding in 1710, Easton was located at the headwaters of the Tred Avon

Table 9  
Commercial Standards

	Neighborhood	Community	Regional
<b>Location</b>	- within convenient walking distance of residential areas - intersections of collector and secondary roads	- intersection of major roads and expressways	- intersections of expressways
<b>Service Radius</b>	0.5 mile	2 miles	4 miles (urban setting) 8-10 miles (suburban) 15+ miles (rural area)
<b>Catchment Area</b>	5 - 10 minute travel	10 - 20 minute travel	30 - 60 minute travel
<b>Population Served</b>	4,000 – 10,000	35,000 – 50,000	Over 150,000
<b>Max. Desirable Size for Shopping Centers</b>	1 acre/1000 served	0.75 acres/1000	0.67 acres/1000
<b>Total Size</b>	4 - 8 acres	10 - 30 acres	40 - 100 acres
<b>Avg. Gross Floor Area</b>	30,000 - 75,000 sq. ft.	100,000 -250,000 sq. ft.	400,000 - 1,000,000
<b>Number of Stores for Shopping Center</b>	5 - 20	15 - 40	40 - 80

Source: Adapted from Urban Land Institute (1982); Lynch and Hack (1984); Leung (1989).

Residential Land Uses are generally not described in terms of a ratio. In fact, to the contrary, the other land use ratios are based on the number of residential units (or population) in the community. The discussion about residential land uses tends to focus more on the arrangement, appearance, and density of this land use. That is discussed thoroughly in the Neighborhood Character Element. Suffice it to say that we see things changing for this land use. We do not envision the future of Easton as a series of disconnected, isolated, monotonous

subdivisions. Rather we want to see a seamless, attractive, interesting, Smart Growth inspired Easton; one Easton, not a collection of suburban residential enclaves.

The next land use to examine is industrial. The discussion in the 2004 Plan did not talk about a ratio of industrial land acreage or square footage to residential units, but rather talks about jobs to housing ratio. For this land use, the 2004 Plan concludes that there were more jobs in Easton than the population would suggest is necessary. However there are a number of factors that would skew this estimate. These include:

- The fact that a large proportion of Easton's population is retired. Thus there are a lot of dwelling units for which no jobs are necessary.
- The simple ratios tell us nothing about the type of jobs available in Easton. There seems to be a shifting in the focus of jobs away from the manufacturing and traditional "industrial" type jobs towards service-oriented jobs.
- Tourism seems to be becoming more important in Easton and more jobs are found in the food and hospitality sectors of the job market.
- Easton is the governmental center of Talbot County. As such, there are a number of government jobs, as well as jobs in allied professions such as legal, real estate, accounting, surveying and engineering, etc...
- Easton serves as an employment hub for a much larger area than Talbot County.

Simple ratios suggest that there is little need to propose new areas for industrial development beyond those already planned as such in the 2004 Comprehensive Plan. However as we have recently seen by the fact that the 2004 Plan has been amended three times to accommodate industrial growth since it



was adopted, a close examination of the appropriate use of our industrially zoned lands is in order. It is clear that there has been a gradual erosion of the availability of this land for classic industrial uses by allowing more and more commercial and service uses. Furthermore, the fact that so many people commute to Easton for work suggests that we need to look at the workforce characteristics of adjacent counties and look at the transportation implications of this phenomenon.

The other side of the coin of having so many people commuting into Easton for work is the fact that many Easton residents are commuting out of Town to work. Thus while there is little need to add jobs from an overall jobs to housing ratio perspective, jobs which better meet the needs of Easton residents would be of great benefit in reducing traffic and all the associated environmental impacts. For this reason specifically there are industrial areas proposed on the eastern side of Town for development in the long-range planning period.

The benefits of mixed land uses will be a recurring theme throughout this Plan, particularly in the Community Character and the Transportation Elements. In short, the benefits include that mixed uses:

- Increase housing options for more diverse household types.
- Provide more transportation options.
- Reduce automobile dependence.
- Create a truer sense of place than single-use suburban style development.
- Activates urban areas throughout more times of the day.
- Provide greater opportunity for social interaction.
- Reduce a community's carbon footprint by encouraging walking and biking as an alternative to automobile use.

- Increase the safety of the neighborhood by putting more eyes on the street.

## LAND USE GOALS AND OBJECTIVES

Goal: To limit the geographic outward expansion of the Town of Easton.

Objectives:

- ✓ Reaffirm the Urban Growth Boundary around the Town defining the ultimate geographic size of Easton.
- ✓ Work in association with Talbot County and various land preservation organizations to secure easements and other long-term protection devices on properties along and in close proximity to the Urban Growth Boundary on the County side of the line.
- ✓ Limit annexation in the six-year planning period to only those areas that will "clean-up" the existing Town boundary.
- ✓ Explore incentive annexation to gain control of land on the town's border and to implement a strict pattern which will guide growth in the future.
- ✓ Slow the demand for more land by increasing the density of future residential areas. At a minimum, the "Smart Growth" Priority Funding Area net density of 3.5 units per acre should be achieved in these developments.
- ✓ Consider implementation of an Adequate Public Facilities Ordinance (APFO) to assure the availability of public services is sufficient to meet the resulting needs of growth.
- ✓ Follow a Capital Improvement Program which will allow the Town to provide a rational basis for implementing improvements and increase funding opportunities.

pod of commercial use is not the concept we are trying to promote. Unfortunately that is often times what was presented. Too often, when any commercial development was presented at all, it was improperly located, of an inappropriate scale, or both.

What we are actually looking for is old-fashioned, neighborhood-style development. That means development that includes housing, with retail located at or near the center of the area, offices, civic space, open space, and possibly industrial development. Each subcomponent is of a size necessary to serve the residents of the proposed neighborhood, which, given the single-use developments of recent years, may also include surrounding and nearby developments. It does not mean a strip shopping center located along a State Road with the remainder of the site devoted to housing. Nor does it mean fast-food franchise restaurants or any level of regional-scale retail. The open and civic spaces are not afterthoughts or the land that can't otherwise be developed. Instead they are prominently and thoughtfully located so as to be a driving force in establishing the character of the neighborhood being created.

The amount of each subcomponent present in a neighborhood, as well as its design, will be different depending on the setting. A couple of options are shown in the illustrations on the next few pages. Perhaps the key to this principle is to provide the right amount of retail and office uses to ensure that a true neighborhood is created. Sufficient office and/or industrial space should be provided so that the neighborhood functions as an employment center. If this component is under-represented, residents will still be forced to commute outside of the neighborhood to work. We recognize that the majority of residents will still commute outside of the neighborhood, but at least in the neighborhoods that we envision, they might have a choice. Unless one works in



a home occupation or home-based business, that choice almost never exists in the developments of the post World War II era.

Similarly, the amount and nature of the retail provided should be sufficient to provide convenience type goods and services for the neighborhood. These might include a convenience or small grocery store, drug store, hardware store, restaurants and similar places that fulfill most daily shopping needs of the residents of the neighborhood. Again, residents might not always choose to frequent these establishments, but at least the option would be available.

Providing an overall mix of uses in a community is important not only from a community character point-of-view, but also for fiscal reasons. Subdivisions of simply single-family housing generate a large number of school children (unless they are age-restricted and/or possibly high-end housing), as well as a large number of automobile trips. Such developments create a negative budgetary impact. That is, they cost more to serve than they create in tax revenue. Commercial and industrial development, on the other hand, usually has a net positive fiscal impact. The goal is to have the two impacts balanced within the same neighborhood (thereby reducing traffic and further reducing costs for the Town) rather than having pockets of positive and negative fiscal impacts spread around Town.

Finally, mixed and integrated use communities are desirable because they are more ecologically-friendly and sustainable. Because they potentially decrease automobile usage, they also potentially decrease the community's carbon footprint. These are important considerations today that are only expected to become more important in the future.

#### **Principle #2 – Natural Features Should Determine Design**

The Maryland Smart Growth Initiative that presently shapes so much of what happens relative to growth and development in Maryland is both a pro-

## ECONOMIC DEVELOPMENT

### INTRODUCTION

Providing jobs and the necessary means to enter and advance in the work force is the subject of the Economic Development Chapter of the Comprehensive Plan. It considers such things as the existing and desired job mix, the level and diversity of job training, the appropriate level of government involvement in attracting major employers, and the future of the downtown as a provider of jobs.

### BACKGROUND

The 1997 Comprehensive Plan noted that the Economic Development Chapter of any Plan generally relies fairly heavily on Tables, Graphs, and Charts. Highlights from three tables included in the 1997 Plan from the 1990 Census include:

- o Income was significantly lower and poverty significantly higher in Easton than in either Talbot County or the State of Maryland.
- o While Talbot County exceeded the State Median Income, Easton did not.
- o Poverty levels in Easton were high across all age groups.
- o Easton exceeded both the State and Talbot County in percentage of students enrolled in Private Schools.
- o The percentage of both high school and college graduates was lower in Easton than in either Talbot County or the State.
- o Both Talbot County and Easton had lower unemployment rates than the State, although the County's was much lower than Easton's.
- o The percentage of Easton Residents who used carpools in order to get to work was higher than both Talbot County's and the State's.

tourism development. Easton is particularly rich in several of these themes, including Colonial and Early National History, Religion, African American Heritage and Small Town Life. Support of ESHI by the Town can only increase the local tourism economy. According to the Management Plan:

Stories of the Chesapeake Heritage Area has offered a significant new way to bind the region as a whole. It has stimulated effective regional cooperation to preserve community character and historic resources, and to undertake economic development relating to tourism, the arts, agriculture, and maritime industries. Residents and officials recognize that heritage tourism and preservation are key factors in economic sustainability, bringing increased prosperity, increased property values, new jobs, more entrepreneurs and economic diversity, community pride and care, and revitalized downtown cores that are vibrant and alive.

The Town of Easton is part of the Stories of the Chesapeake Heritage Area and thus obviously supports its mission and goals. Cultural tourism has the potential to play a major role in the future economic development of the Town.

## **ECONOMIC DEVELOPMENT GOALS AND OBJECTIVES**

**GOAL:** To nurture a healthy and diverse local economy in Easton.

**OBJECTIVES:**

- ✓ Promote tourism by making Easton a vacation and leisure time destination.
- ✓ Continue to provide Town funding for Economic Development.
- ✓ Work with Talbot County to develop a training program to ensure that Easton's workers are adequately prepared for our job market and that Easton's businesses can hire workers with the proper training.

- ✓ Encourage the diversification of Easton's industrial base and work to reuse existing underutilized industrial and commercial buildings.
- ✓ Prepare for emerging technologies such as computers, telecommunications, and medical/biotechnology by ensuring that the necessary infrastructure is in place to support these industries.
- ✓ Work to retain and expand existing businesses and industries.
- ✓ Work with Eastern Shore Heritage Inc. to help promote Easton as a destination for heritage tourism as part of the Stories of the Chesapeake Heritage Area.
- ✓ Revise Easton's Zoning Map to ensure that there is an adequate supply of land zoned for the types of businesses we are seeking to attract and evaluate the standards of the Ordinance to ensure that the mapped zoning districts allow these uses.
- ✓ Provide the infrastructure necessary to attract desirable businesses and enable our existing businesses to grow and prosper. This should include the wide-scale availability of broadband internet service which is in the process of being made available throughout the Eastern Shore. Town/EUC officials should do whatever is necessary to ensure that this project is completed to fruition here in Easton.

GOAL: To maintain and, where necessary, recreate a vital Downtown.

OBJECTIVES:

- ✓ Protect the historic character of Easton and support projects and efforts which enhance that character.
- ✓ Support projects that implement the Downtown Plan for Infill Development.



Polaris Village Ministries  
209 Port St.  
Easton, MD 21601  
jthompson@polarisvillage.org

September 1, 2021

Mr. Chuck Callahan, Talbot County Council President  
% Mary Kay Verdery, Grants Administrator  
Talbot County Courthouse  
11 N Washington St.  
Easton, MD 21601

RE: CDBG Grant

Dear Mr. Callahan,

Polaris Village Ministries is a non-profit organization seeking Five Hundred Thousand Dollars (\$500,000) to bridge the gap of funding to revitalize our building to become a beacon for the community. We have currently raised Five Hundred Thousand (\$500,000) for our project through various donors and our partnership with Naima Ventures, LLC. Our mission is to become a village of support for people who want to find their purpose in life and optimize their potential through biblical principles. This will be completed by educating our youngest learners and providing services for families that will improve the quality of life in a predominantly low to moderate income area within the Town of Easton.

We recently purchased the former early 1900's Mt. Pisgah Holy Church located at 209 Port St. Easton. MD. This property has been a blight to the neighborhood due to being vacant for many years, with new development increasing in the area. It is imperative that we bring this property to meet current standards. Our goal is to preserve the history of the property by revitalizing the building instead of demolishing. Funds from the Community Development Block Grant would be tremendously helpful to our organization as we incur the cost to rehabilitate our structure. Our project is completely shovel ready for construction once we receive our final permit approval from the town of Easton. The interior has been fully gutted, and we have received approval from the historical society for

renovations. RAUCH, INC provided us with the architectural designs and Jack Construction will be the contractor to complete the work.

The existing 3,582 square feet two-story wood-framed structure will be restored down to the framing and a 1,620 square feet addition will be in the back of the building. The first floor will house a multipurpose room that will function as a community space, a library, dining room, and commercial kitchen to feed the students and community. The second floor will consist of a director's office, and three classrooms for pre-kindergarten, kindergarten, and first-grade students. The exterior improvements include an accessible ADA ramp, patio, and steps at the main entrance; a new metal roof framed awning over the entry door; a shed dormer at the rear east side of the building; and a rear covered stair with a sidewalk that leads to the front along the west property line. The cement fiberboard siding, asphalt shingle roof, double-hung window, and doors will be replaced. The roof will be reframed to a higher elevation to allow for adequate headroom within the building. A fenced-in playground will be in the rear of the property and the site will be landscaped. All utilities will be upgraded including a fire suppression system. According to our initial plans construction was set to begin in June of 2021 and be completed by April 2022. Due to delayed permitting the start date has been pushed back as we await our final approval from the Town of Easton. The duration of renovations is set to remain the same. Given that we receive permit approval this month or next, we are projected to have this building completed in August 2022.

The funds from CDBG will benefit the needs of our organization by allowing us to speed up renovations. We feel this project is urgent for three reasons, the first reason is food shortages. COVID 19 has tremendously impacted communities housing lower economic statuses. As a result, many students and families are experiencing food shortages, which could have been an issue prior to COVID 19. Polaris Village Ministries would like to begin the FEED program, providing meals and perishable/non-perishable items to families in the community. The program is designed to assist needy families and to help decrease malnutrition in the county. The second reason, PVM has a childcare program, in which the core of the program will be education. COVID 19 has continued to widen the achievement gap, which was wide prior to the pandemic. PVM will enroll pre k 3 & 4 students in their program, at no cost to the family. Statistics suggest that 44% of students entering kindergarten are not prepared, PVM will provide students with a solid foundation so every student leaving our program is ready for kindergarten. The third reason, PVM will provide parents the opportunity to learn by enrolling in parenting classes, GED classes, cooking classes, and financial classes aimed to improve their current reality. PVM firmly believes that you cannot build the students without building the home, so assisting in the homes and meeting parents on their level is vastly important. PVM believes the time to develop and implement these programs are urgent considering the vast needs of the community. If these programs are not implemented, there will continue to be food shortages, increases in the achievement gap, parents will not have opportunities to improve their reality, and the progress in the community will continue to be stalled.

Thank you for your time and consideration

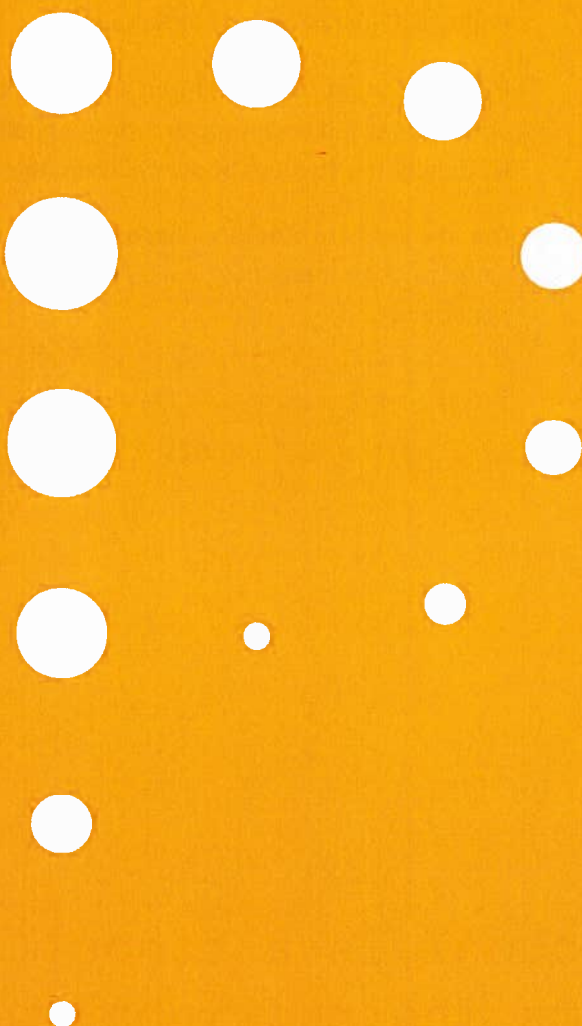
Sincerely,

Jymil Thompson, Head of Schools  
Polaris Village Ministries





POLARIS  
VILLAGE  
ACADEMY



Mission  
Approach  
Values  
Apply  
Team  
Donate

## MISSION & VISION

Polaris Village Academy (PVA) is a tuition-free private school pursuing equitable access to an excellent, joyful, and rigorous education in pursuit of equity and justice for all our Scholars.

PVA aspires to provide children and their families with a full range of educational and social support programming—creating a web of support leading to the success of our children, their families and our community.

Our mission is to create a village of support for every student and family we serve through thoughtful, cohesive, and equity-minded partnerships in our community.

Polaris Village Academy is currently piloting its instructional program during the 2020-21 school year.

A community school is a school that, in addition to its instructional program, provides access to an array of existing community services and supports that respond to the needs identified by students and families. Community schools support the success of children and families by

centering their voices and leveraging collaborations with community partners.

## APPROACH

- **Space**

Polaris Village Academy's physical place will be a joyous and inclusive learning environment where scholars of diverse cultural backgrounds can bring their authentic selves each day. It is a space where the diversity of our scholar population will be represented in our staff and in all elements of our curriculum.

- **Strategy**

Polaris Village Academy will prepare, support, and develop children by uniting school and community resources. We believe that all children can and should becoming meaningful contributors to their community and broader society.

- **Community**

We recognize the importance of providing academics and non-academic support alike. Polaris Village Academy will mobilize and organize existing resources that children and their families identify in order to support student and family success. PVA will be a hub of local resources readily available to our students and families. We recognize and the value of serving the whole child—and that it truly takes a village.

## CORE VALUES

- **Humility**

PVA will seek to improve by recognizing our shortcomings while celebrating the achievements of others and understanding the universal values we all share.

- **Integrity**

PVA will embody and unwavering commitment to building a community that adheres to strong moral principles.

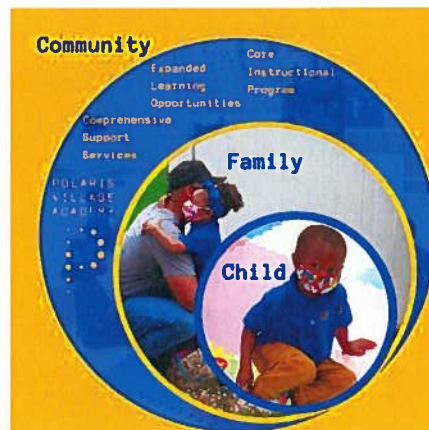
- **Resilience**

PVA will show elasticity and recover from challenging situations by taking positive action with a sense of purpose.

- **Equity**

PVA will recognize diversity in our school and community and is committed to the intentional work needed to achieve educational equity and inclusion, leading to a more just society.

## Community School Model



Our 2020-21 pilot program is currently full. Please join the mailing list to stay informed about enrollment opportunities.

## 2021-22 School Year Application

## TEAM

### Jymil Thompson, Head of School

Our Head of School, Jymil Thompson, is a passionate educator with over 13 years of experience in K-12 education. Jymil previously served as principal of Maces Lane Middle School in Cambridge, Maryland. Prior to that, Jymil served as an assistant principal in Colorado Springs, CO. Prior to Colorado he served as Director of Special Education & Student Support Services for a charter school network serving four schools in Washington DC and Maryland. Committed to education and services for students with disabilities, he founded a tutoring and diagnostic company to address compensatory education needs in Washington DC and Maryland.

Jymil received a Bachelor of Arts in Psychology from Penn State University, a Master's of Arts Degree in Teaching from Trinity University and a Master's in Educational administration and policy from Howard University.

### Samantha Martinez, Assistant Principal

Our Assistant Principal, Samantha Martinez, is a champion for equity in education.

She started her career as a founder of a high-achieving charter school, Brilla College Prep, located in the South Bronx. Having begun her teaching career in the poorest school district in the country, it became clear to Samantha that while a child's zip code should never be a determinant of success in a child's life, it unfortunately is. After spending her most formative years at Brilla College Prep, Samantha relocated to the Eastern Shore of Maryland with her husband and daughter. She then taught for two years in Talbot County where Samantha quickly realized that the disparities in educational outcomes for BIPOC children in a rural setting were all too similar to those she had seen in the most urban of settings in New York City.

Armed with a desire to more directly address the barriers to success for structurally underserved children, Samantha left the classroom and took on the role of founding Executive Director of Mid-Shore Scholars—a college success program for first-generation college-aspiring students. She studied the needs of the community's motivated but structurally under-served student population and designed a college access program to serve their needs. Having served an older student population for two years, Samantha is now returning to her first love, elementary education, and is eager to lead Polaris Village Academy, which she believes will be a model of excellence in education in pursuit of social justice.

Samantha Martinez received her BA in Elementary Education from Roosevelt University in Chicago, IL and her Masters Degree in Teaching and Learning. Samantha is a School Leaders of Color Fellow at Harvard's Graduate School of Education.

WHAT IS A  
COMMUNITY  
SCHOOL?





**TALBOT COUNTY  
PUBLIC HEARING NOTICE**

Notice is hereby given that the County Council of Talbot County, Maryland will conduct a public hearing to obtain the views of citizens on community, economic development and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant (CDBG) Program. Citizens will have the opportunity to discuss the proposed State Fiscal Year 2022 CDBG applications:

- Polaris Village Ministries – 209 Port Street, Easton, MD 21601
- Chesapeake Multicultural Resource Center – 331 East Dover Street, Easton, MD 21601
- Mid-Shore Pro Bono – 8 South West Street, Easton, MD 21601
- Foundation of Hope – 8671 Camac Street, Easton, MD 21601 (program services provided at Easton Middle School, 201 Peachblossom Road, Easton, MD 21601)

A copy of the draft grant applications will be available for the public's review on the Talbot County Government website ([www.talbotcountymd.gov](http://www.talbotcountymd.gov)) under Topics of Interest. Written comments on the CDBG applications will be accepted until Tuesday, September 28 at 12:00 p.m. and should be addressed to:

Chuck Callahan, President  
Talbot County Council  
11 North Washington Street  
Easton, MD 21601  
[publiccomment@talbotcountymd.gov](mailto:publiccomment@talbotcountymd.gov)

The public hearing on the above grant applications will be held as part of the Talbot County Council's meeting agenda on Tuesday, September 28, 2021 at 6:30 p.m. Due to the COVID-19 social distancing guidelines, seating in the Bradley Meeting Room is limited to 30 seats and will be available on a first-come basis. It is recommended, but not required, that individuals wear masks. Citizens are strongly encouraged to submit written public comments to [publiccomment@talbotcountymd.gov](mailto:publiccomment@talbotcountymd.gov).

Citizens will be provided with detailed information including, but not limited to, the amount of CDBG funds available for SFY2022; range of activities that may be undertaken with CDBG funds; proposed projects under consideration as well as amount of grant funds requested in the CDBG application; the CDBG application process; and the timing of the projects.

The Maryland CDBG Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Department of Housing and Community Development (DHCD). The Maryland CDBG Program reflects the State's economic and community development priorities and provides public funds for activities which meet one of the following national objectives, in accordance with the federal Housing Community Development Act of 1974, as amended, that:

1. Benefit low and moderate income persons and households;
2. Aid in the prevention and elimination of slums or blight;
3. Meet other community development needs of an urgent nature, or that are an immediate threat to community health and welfare.

Should you require communications assistance, please contact the County Manager's Office at (410) 770-8010 or TTY (410) 820-9377 by Monday, September 27, 2021. All interested parties are hereby notified and invited to attend.

**COUNTY COUNCIL OF TALBOT COUNTY**

